

Board Office Use: Legislative File Info.	
File ID Number	14-0217
Introduction Date	3/26/14
Enactment Number	14-0456
Enactment Date	3/26/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To Board of Education

From Gary Yee, Ed.D., Acting Superintendent  
By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting  
Date

(To be completed by  
Procurement)

Subject

Professional Services Contract Amendment No. 1 - Refugee Transitions, San Francisco  
(contractor) - 922/Family, School, and Community Partnerships Department  
(site/department)

## Action Requested

Approval of Amendment No. 1 of the Professional Services Contract between Oakland Unified School District and Refugee Transitions, San Francisco, to be primarily provided via the Family, School, and Community Partnerships Department for the period of October 1, 2013 through June 30, 2014.

## Background

A one paragraph  
explanation of why  
the consultant's  
services are needed.

Funded by the U.S. Office of Refugee Resettlement and Title III Immigrant Funds, the OUSD Refugee and Asylee Student Assistance Program (RASAP) provides supportive educational services to newly-arrived refugee families who have arrived under the auspices of the U.S. Government, and through federally-contracted resettlement agencies. This amended contract will allow Refugee Transition's to support up to 40 students through after school programming at Roosevelt Middle School, as well as to teach two sections of ESL to OUSD refugee and immigrant parents (during the school year as well as summer school) at Franklin Elementary School and Oakland International High School, reaching more than 100 students from over ten countries.

## Discussion

One paragraph  
summary of the  
scope of work.

Approval by the Board of Education of Amendment No. 1 to the Professional Services Contract between the District and Refugee Transitions, San Francisco, CA, for the latter to provide additional services for after school programming at Roosevelt Middle School and provide targeted case management for high-need newcomer students from the Burmese refugee community, teach refugee parent ESL classes through the school year and during the summer at both Franklin Elementary and Oakland International High School for the Family, School, and Community Partnerships Department for the period of October 1, 2013 through June 30, 2014, in the amount of \$56,000.00, increasing the agreement from \$5,000.00, in an amount not to exceed \$61,000.00.

## Recommendation

Approval of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Refugee Transitions. Services to be primarily provided to the Family, School, and Community Partnerships Department for the period of October 1, 2013 through June 30, 2014.

## Fiscal Impact

Funding resource name (please spell out): 4216/Refugee Transitional Families,  
9243/Assoc for Continuing Education in an amount not to exceed \$56,000.00.

## Attachments

Contract Amendment  
Copy of original contract



Board Office Use: Legislative File Info.	
File ID Number	14-0217
Introduction Date	3/26/14
Enactment Number	14-0456
Enactment Date	3/26/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 1  
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD)  
and Refugee Transitions (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on  
October 1, 2013, and the parties agree to amend that Agreement as follows:

1. **Services:** ☒ The scope of work has changed. ☐ ONLY the funding source has changed.  
**If the scope of work has changed:** Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.  
☐ Revised scope of work attached. **OR,** The CONTRACTOR agrees to provide the following amended services:

Services are the same but we are funding additional hours from Refugee Transitions due to Refugee Transitional Families funds becoming available. Specifically, Refugee Transitions will provide after school programming for up to 40 students at Roosevelt Middle School, and adult ESL classes for over 100 students at Franklin Elementary and Oakland International High School.

2. **Terms (duration):** ☒ The term of the contract is unchanged. ☐ The term of the contract has changed.  
**If the term has changed:** The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_.

3. **Compensation:** ☐ The contract price is unchanged. ☒ The contract price has changed.  
**If the compensation has changed:** The contract price is amended by  
☒ Increase of \$ 56,000.00 to original contract amount  
☐ Decrease of \$ \_\_\_\_\_ to original contract amount  
and the new contract total is forty one thousand seven hundred thirty five dollars (\$ 61,000.00 )

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

☒ There are no previous amendments to this Agreement. ☐ This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

- ☐ President, Board of Education  
☐ Superintendent or Designee

\_\_\_\_\_  
Edgar Rakestraw, Jr., Secretary  
Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CONTRACTOR

Laura Vandrevil  
Contractor Signature

1/28/14  
Date

Laura Vandrevil, Executive Director  
Print Name, Title

**EXHIBIT "A" Scope of Work****DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR**

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

**Summary for Board Memo and Board Agenda** – Must accurately align with scope of work below.

Approval by the Board of Education of a Professional Services Contract between the District and Refugee Transitions for the latter to extend its services in the following areas: provide after- school programming at Roosevelt Middle School; provide targeted case management for high-need newcomer students from the Burmese refugee community; teach refugee parent ESL classes throughout the school year and during the summer at both Franklin Elementary and Oakland International High School. For the period October 1, 2013 through June 30, 2013, in an amount not to exceed \$56,000.

**SCOPE OF WORK**

Refugee Transitions \_\_\_\_\_ will provide a maximum of 660.00 hours of services at a rate of \$ 92.00 per hour for a total not to exceed \$41,735.00. Services are anticipated to begin on 10/1/2013 and end on 06/30/2014.

- 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.

In alignment with the OUSD's Refugee & Asylee Student Assistance Program, The Refugee School Impact Grant, and the OUSD's Title III plan, Refugee Transitions (Contractor) will provide support to up to 40 students through after school programming at Roosevelt Middle School, as well as teach 2 sections of ESL to OUSD refugee and immigrant parents (during the school year as well as summer school) at Franklin Elementary school and Oakland International High School, reaching more than 100 students from over 10 countries.

- 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.

Contractor will provide support to up to 40 students through after school programming at Roosevelt Middle School, as well as teach 2 sections of ESL to OUSD refugee and immigrant parents (during the school year as well as summer school) at Franklin Elementary school and Oakland International High School, reaching more than 100 students from over 10 countries.

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

- ☐ Ensure a high quality instructional core  
☒ Develop social, emotional and physical health  
☒ Create equitable opportunities for learning  
☐ High quality and effective instruction

- ☒ Prepare students for success in college and careers  
☒ Safe, healthy and supportive schools  
☐ Accountable for quality  
☒ Full service community district



**4. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)**

Please select:

- ☐ **Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: \_\_\_\_\_
- ☐ **Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of SPSA 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 SPSA modification was approved.
  3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
  4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Calender-Robinson Company, Inc. FB0267063 300 Montgomery St., Suite 888 San Francisco CA 94104	CONTACT NAME: Katherine Berkman PHONE (A/C No. Ext): (415) 978-3800 FAX (A/C No.): (415) 978-3825 E-MAIL: kberkman@calrob.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Insurance Alliance INSURER B: State Compensation Ins. Fund INSURER C: North American Elite Insurance 29700A INSURER D: INSURER E: INSURER F:
INSURED Refugee Transitions 870 Market St. #718 San Francisco CA 49102	

## COVERAGES

CERTIFICATE NUMBER: CL1311008354

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			2013-01419-NPO	1/27/2013	1/27/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 20,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER.						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			2013-01419-NPO	1/27/2013	1/27/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			2013-01419-UMB-NPO	1/27/2013	1/27/2014	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			9062094-13	7/1/2013	7/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N		E.I. EACH ACCIDENT \$ 1,000,000				
If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	E.I. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.I. DISEASE - POLICY LIMIT \$ 1,000,000				
C	Employee Dishonesty Forgery & Alteration			CWB0002715	1/27/2013	1/27/2014	Each Loss \$ 100,000 Each Loss \$ 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured as per the attached endorsement

## CERTIFICATE HOLDER

## CANCELLATION

Oakland Unified School District  
1025 Second Avenue  
Oakland, CA 94606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## **Refugee Transitions' Statement of Qualifications**

Prepared for Oakland Unified School District

10/21/13

Refugee Transitions (RT) is a nonprofit education and social service organization that began in 1982. Its mission is to assist low-income refugee and immigrant families in becoming self-sufficient in the U.S. by providing services that help them attain the English language, life, job, and academic skills they need to succeed in their new communities. In 2012, RT served more students in 2012 than in any year previous and helped more newcomers reach their goals. Our model is unique: staff and volunteers reach students in their homes, schools, and communities, resulting in mutually beneficial relationships and increased social capital. Our programs create bridges to the local community and help newcomers gain the English language and critical life skills needed to find employment, succeed in school, and become leaders in their new communities.

Refugee Transitions has extensive experience working with newcomer families and is connected with numerous refugee, asylee and immigrant families throughout the Bay Area. Refugee Transitions provides tutoring and mentoring for youth through its Bridge-2-Success Youth Development Program and collaborates with the Oakland Unified School District (OUSD) to serve students throughout the district. The agency is quick to respond to the needs of newcomer communities and fill gaps in services. The agency's core program is home-based tutoring for which the agency recruits, trains and screens community volunteers and then matches them with students for weekly home-based English language tutoring. Of the approximately 150 youth who have received home-based tutoring during the past two years, 96% have stayed in school and 88% of our seniors in the East Bay receiving home-based tutoring graduated from high school.

Refugee Transitions formalized its partnership with OUSD in 2006 when the agency helped launch the District's Refugee & Asylee Student Assistance Program, which helps refugee/asylee students enroll in the school district, connect to services providers (like Refugee Transitions), access after school and home-based tutoring programs, learn about community resources, and complete Independent Educational Plans. In 2007 RT expanded its partnership to start an after school program at Oakland International High School--which is currently in its seventh year--and in 2012 expanded to start an after school program at Roosevelt Middle School.

Through funding from the Refugee & Asylee Student Assistance Program, RT has been able to expand its after school program at Roosevelt Middle School in order to serve over 30 refugee and asylee youth from Burma, Bhutan, Iraq and Guatemala. The program has been very successful and will continue through the 2013-2014 academic year. Furthermore, RT secured funding Oakland Fund for Children and Youth to provide a family engagement program at Franklin Recreation Center serving newcomer families of youth attending Franklin, Garfield, Manzanita and other elementary schools as needed.

At Oakland International High School RT provides after school tutoring Monday through Thursday during the academic year. RT recruits, trains and supports adult volunteer tutors to help students with their homework and provide additional opportunities for youth to connect to caring adults and

practice English. In addition, RT also recruits, trains and supports peer tutors. The peer tutors are naturally compassionate, and have the ability to connect with the students in their native languages, which is critical to reaching students who have very limited English skills. Many of the students in the after school program do not have parents who can speak, read or write English fluently, and without the after school program, many of them would have no access to assistance with their homework or with test prep.

The program has been extremely successful in terms of numbers and outcomes. During the fall 2012-2013 semester, average attendance was 60 students per day. Despite the large and growing number of students, we are proud that we have been able to stay close to our target ratio of volunteer tutors to students, averaging 1 volunteer tutor to every 5 to 6 students.

Two of RT's programs provide leadership training to adults and youth in Oakland's refugee communities so that they can help their peers navigate life in the U.S. Through the RT Youth Leadership Program, refugee youth serve as "buddies" for newly-enrolled refugee students at their schools, helping new students navigate the school system and access services like free lunches and after school program enrollment. Students who are selected to be Refugee Youth leaders receive training, support, and a monthly stipend from RT.

At the beginning of each semester RT recruits, trains, supports and provides stipends to refugee and immigrant youth to serve as peer leaders/tutors in RT's Youth Leadership program and after school tutoring programs. The success rate of those participating in the program is impressive:

- 100% of youth leaders are on track to complete high school
- 100% of former youth leaders are enrolled in post-secondary institutions (both 2 year and 4 year colleges)

RT's Community Navigator (CN) Internship Program. CN's commit to a minimum of 6 months of work through the clients that RT assigns them to help. Through their trainings and work on behalf of their clients, CN's learn about and network with many local community-based organizations, learn case management and other vocational and administrative skills and provide interpretation. RT staff helps CNIs create resumes, practice interview skills, and search and apply for appropriate jobs. Over the past year, CNIs have been providing interpreting (in Nepali and Karen languages) for OUSD parent meetings. CNs receive a stipend as a token of appreciation for their work.









RT will ensure that accurate fiscal and management practices are undertaken as required by Oakland Unified School System (OUSD). In accordance with OUSD policy, RT ensures that all staff and volunteer tutors are screened before working at OIHS. The agency has systems in place for Department of Justice background checks and TB screenings for over 250 individuals per year. Staff also conducts one-on-one screening interviews with tutors to ensure that they are a good fit for the program.



## Summary

ID	Name	Type	Status	Requester	Client	Submitted	Updated
5758	PDH Contract Review	Contract Review - Principal / Dept Head	Approved - Resource Mgr	LAUREN MARKHAM	<a href="#">Laura Vaudreuil</a>	9/16/2013 6:45:59 PM	10/3/2013 11:10:37 AM

## Related Requests

Name	ID	My Open Tasks	Request Status	Last Status Update	Relationship
 <a href="#">Step 4 - Create Contract and Review Process</a>	5755	(None)	Deputy Review - Approved	1/13/2014 9:04:55 AM	Parent
 <a href="#">CSSSP Attachments</a>	6556	(None)	Completed	10/3/2013 11:10:35 AM	Child
 <a href="#">SOW Contracts Admin</a>	6557	(None)	Completed	10/3/2013 11:10:39 AM	Sibling
 <a href="#">Contracts Admin Review</a>	6558	(None)	DB-Push - Delete Agency Reqs1	11/15/2013 3:02:05 PM	Sibling
 <a href="#">Resource Manager Review</a>	8500	(None)	Approved - Resource Mgr	12/17/2013 3:15:22 PM	Sibling
 <a href="#">SOW - RNE</a>	9673	(None)	Completed	12/17/2013 3:15:26 PM	Sibling
 <a href="#">Contract Review - RNE</a>	9674	(None)	Approved - Resource Mgr	12/17/2013 4:11:40 PM	Sibling
 <a href="#">Executive Office Review</a>	9697	(None)	Ratified	1/13/2014 9:04:54 AM	Sibling
 <a href="#">Contractor Signature</a>	10034	(None)	Contract Completed1	1/13/2014 9:05:04 AM	Sibling

## Completed Forms

Name	Completed By	Date Completed
 <a href="#">View Form:</a> Data Pass - PDH	<a href="#">Integrify System</a>	9/16/2013 6:46:00 PM
 <a href="#">View Form:</a> DB-Pull - Contract Data	<a href="#">Integrify System</a>	9/16/2013 6:46:01 PM
 <a href="#">View Form:</a> DB-Pull - BU Work Data	<a href="#">Integrify System</a>	9/16/2013 6:46:01 PM
 <a href="#">View Form:</a> DB-Pull - Contract Funding	<a href="#">Integrify System</a>	9/16/2013 6:46:02 PM
 <a href="#">View Form:</a> Contract Info for Review	<a href="#">BARBARA MCCLUNG</a>	10/3/2013 11:09:07 AM
 <a href="#">View Form:</a> Confirm Alignment with District Strategic Plan	<a href="#">BARBARA MCCLUNG</a>	10/3/2013 11:09:17 AM
 <a href="#">View Form:</a> Contract Funding	<a href="#">Integrify System</a>	10/3/2013 11:09:18 AM
 <a href="#">View Form:</a> Confirm Bargaining Unit Work	<a href="#">BARBARA MCCLUNG</a>	10/3/2013 11:09:51 AM
 <a href="#">View Form:</a> Contract Review	<a href="#">BARBARA MCCLUNG</a>	10/3/2013 11:10:21 AM
 <a href="#">View Form:</a> Verification	<a href="#">BARBARA MCCLUNG</a>	10/3/2013 11:10:31 AM
 <a href="#">View Form:</a> DB-Pull - Service Status	<a href="#">Integrify System</a>	10/3/2013 11:10:33 AM
 <a href="#">View Form:</a> Data Pass - CSSSP-PDH	<a href="#">Integrify System</a>	10/3/2013 11:10:34 AM
 <a href="#">View Form:</a> DP - CSSSP - Out	<a href="#">Integrify System</a>	10/3/2013 11:10:35 AM
 <a href="#">View Form:</a> DP - PDH -Out - NA-Old Service	<a href="#">Integrify System</a>	10/3/2013 11:10:36 AM

## Task History

1. Data Pass - PDH Status: **Completed** 9/16/2013 6:46:00 PM Type: **Form** Recipients Assigned: 1 Recipients Completed: 1

Assigned To: [Integrify System](#) Status: **Completed** 9/16/2013 6:46:00 PM [Formatted View](#)

PDH Start Date:: 2013-09-16

School Year:: 2013-2014

Requisition Number:: R0403331

Requisition Amount:: \$5,000.00

Scope of Work Attachment: USE THIS FIELD !!!!!!!!!!!!!!!:

SOW Status:: INPUTTED SOW

Principal/Dept Head GUID:: 163c01e6-1755-4a52-a02c-04159469b5e4

VendorID:: V055591

Contractor GUID:: a122173a-22c8-4272-8915-1ba9e56542e3

Bargaining Unit Work:: NO

BU Position::

BU Justification::

Any Capital Equipment Used:: NO

Do you wish to request a Insurance Waiver/Reduction:: NO

Waiver or Reduction Type::

Reduction Amt - if other::

Waiver/Reduction Justification::

Fingerprint Req Type:: FP

TB Req Type:: TB

Any Student Contact?::

Waiver Reason::



Waiver Reason-Other::  
At which Site(s) will Contractor be working?:  
Is Resource Restricted:: 1  
CSSSP Page::  
Meeting Announcement::  
Meeting Minutes::  
Meeting Sign-In Sheet::  
Non-CSSSP Review Doc::  
Review Type 1:: **SPSA**  
Review Type 2::  
Review Type 3::  
Review Type 4::  
Review Type 5::  
Review Type 6::  
Review Type 7::  
Review Type 8::  
Review Doc Descrip 1:: **Relevant Page of Ccssp**  
Review Doc Descrip 2::  
Review Doc Descrip 3::  
Review Doc Descrip 4::  
Review Doc Descrip 5::  
Review Doc Descrip 6::  
Review Doc Descrip 7::  
Review Doc Descrip 8::  
Service Type:: **Academic Support and Enrichment Services**  
Will Contractor submit reimbursements?: **NO**  
BW Justification::  
BW Justification - Other::

Assigned To: **Integrify System** Status: **Completed 9/16/2013 6:46:00 PM**

**3. DB-Push - Review Data-Initial** Status: **Completed 9/16/2013 6:46:01 PM** Type: **Database Push** Recipients Assigned: 1 Recipients Completed: 1

Assigned To: **Integrify System** Status: **Completed 9/16/2013 6:46:01 PM**

Assigned To: **Integrify System** Status: **Completed 9/16/2013 6:46:01 PM** [Formatted View](#)

School Year:: **2013-2014**

Requisition Number:: **R0403331**

Contract Type:: **Standard**

Prin-Dept Head:: **BARBARA MCCLUNG**

Site Number-Name:: **922-COMPLEMENTARY LEARNING**

Contractor Name:: **Laura Vaudreuil**

Business Name:: **Refugee Transitions**

Start Date:: **10/1/2013 12:00:00 AM**

End Date:: **6/30/2014 12:00:00 AM**

Contract Amount:: **5000.00**

SOW Summary:: an academic after school program at Roosevelt Middle School for newcomer youth that will include academic support, school connectedness, health/sports, & community building activities with an emphasis on ELD to improve and strengthen academic success; individualized case management and support for high-need newcomer refugees from Burma and Myanmar; a parent ESL class for newly-arrived refugee adults; consultant will conduct all programming, curriculum design, student recruitment, retention activities, and data collection

Why Services Needed:: The OUSD has a large & diverse refugee and newcomer student population many of whom have had significant gaps in their education prior to coming to the U.S. (in addition to acute & on-going traumas in many cases) and many of whom speak little to no English when they arrive. In order to engage in school & succeed academically, they require supplemental support (as described in Title III Immigrant supplemental funds). Refugee Transitions (RT) will provide support to the OUSD newcomer community through increased communication and interpretation support for parents and school sites during the 2012-13 school year and throughout the summer, implement a targeted program for the after school program at Roosevelt Middle School, and provide individualized case management for high-need newcomer refugees.

SOW Status:: **INPUTTED SOW**

Description of Services:: RT will provide an after school program at Roosevelt Middle School. RT lead teacher will coordinate with the ELL/Newcomer teachers at Roosevelt, will oversee all student recruitment and retention, and will conduct program implementation & record keeping. RT will provide targeted case management for high-need newcomer students from the Burmese refugee community including home visits, translation support during parent meetings, community meetings, and IEPs and other highly-sensitive situations. Through this contract, all Karen, Karenni, Burmese and Nepali refugee families will have more access to translation and interpretation services through the school district, allowing them to communicate with various OUSD programs and offices, their children's teacher and school site staff, and providing them better information and access to programming and support services within the OUSD and community such as after school programs, summer programs, parent workshops, parent-teacher conferences, etc. Additionally, approximately 20 newly resettled refugee and asylee students at Roosevelt Middle School will receive direct support through ongoing after school programming that will focus on English acquisition, homework help and school connectedness. This program will support these students academically, helping them succeed in middle school and better preparing them to succeed in high school. Finally, through a targeted system of case management for specific refugee families from Burma/Myanmar, RT will provide needed support in high-need situations. Overall, RTs support will help students and parents better navigate the educational system and it will help the OUSD ensure access to the services that these students need.

Specific Duties and Outcomes:: RT will lead two days/week of academic and enrichment programming at Roosevelt Middle School; will provide parent ESL services at Oakland International High School; will provide casemanagement to more than 35 newly-arrived refugee students and their families, and will conduct all data analysis and program outcome reporting.

Ensure::

Develop:: **X**

Create:: **X**

High::

Prepare::


Safe:: **X**


Accountable::  
Full:: **X**  
Previous Overall Status:: **Initial Review**  
Previous Overall Comments:: **NA**  
Rate Type:: **HOURLY**  
Flat Rate::  
Hourly Rate:: **40.00**  
Max Hours Worked:: **125.00**  
Reimb Amount:: **0.00**  
Reimb Description:: **No Reimbursements**  
Cap Equip Description:: **NONE**  
Cap Equip Value:: **0.00**  
Written Amount:: **five thousand**  
CSSSP-Board Approved - YES::  
CSSSP-Board Approved - NO::  
Action Item 1:: **Not Applicable**  
Action Item Ref 1::  
Action Item 2:: **Private School or**  
Action Item Ref 2::  
Action Item 3:: **OUSD Department**  
Action Item Ref 3::  
Action Item 4::  
Action Item Ref 4::  
Hourly Currency:: **\$40.00**  
Flat Currency::  
Currency:: **\$5,000.00**  
Reimb Currency:: **\$0.00**  
CapEquip Currency:: **\$0.00**  
Con Start - Formatted:: **10/01/2013**  
Con End - Formatted:: **06/30/2014**


 **5. Service Status** Status: **Completed** 9/16/2013 6:46:01 PM Type: **Counter** Recipients Assigned: 1 Recipients Completed: 1


 Assigned To: **Integrify System** Status: **Completed** 9/16/2013 6:46:01 PM  
Count: **1**


 Assigned To: **Integrify System** Status: **Completed** 9/16/2013 6:46:01 PM

 **7. Service Status Completed** Status: **Completed** 9/16/2013 6:46:01 PM Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **Integrify System** Status: **Completed** 9/16/2013 6:46:01 PM  
Milestone: **Service Status Completed**

 Assigned To: **Integrify System** Status: **Completed** 9/16/2013 6:46:01 PM [Formatted View](#)  
School Year:: **2013-2014**  
Will Contractor do BU Work?: **NO**  
BU Position:: **NA**  
BU Justification:: **NA**

 **9. DB-Pull - Contract Funding** Status: **Completed** 9/16/2013 6:46:02 PM Type: **Database Pull** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **Integrify System** Status: **Completed** 9/16/2013 6:46:02 PM [Formatted View](#)  
Requisition Number:: **R0403331**  
Resource Number 1:: **3010**  
Resource Name 1:: **IASA-I BASIC GRANTS LOW INCOME**  
Resource Amount 1:: **\$5,000.00**  
Resource Number 2::  
Data mapping error - Resource Number 2:: **Results have less than 2 rows**  
Resource Name 2::  
Data mapping error - Resource Name 2:: **Results have less than 2 rows**  
Resource Amount 2:  
Data mapping error - Resource Amount 2: **Results have less than 2 rows**  
Resource Number 3::  
Data mapping error - Resource Number 3:: **Results have less than 3 rows**  
Resource Name 3::  
Data mapping error - Resource Name 3:: **Results have less than 3 rows**  
Resource Amount 3::  
Data mapping error - Resource Amount 3:: **Results have less than 3 rows**  
Resource Number 4::  
Data mapping error - Resource Number 4:: **Results have less than 4 rows**  
Resource Name 4::  
Data mapping error - Resource Name 4:: **Results have less than 4 rows**  
Resource Amount 4::



Data mapping error - Resource Amount 4:: **Results have less than 4 rows**  
Resource Number 5::  
Data mapping error - Resource Number 5:: **Results have less than 5 rows**  
Resource Name 5::  
Data mapping error - Resource Name 5:: **Results have less than 5 rows**  
Resource Amount 5::  
Data mapping error - Resource Amount 5:: **Results have less than 5 rows**  
Resource Number 6::  
Data mapping error - Resource Number 6:: **Results have less than 6 rows**  
Resource Name 6::  
Data mapping error - Resource Name 6:: **Results have less than 6 rows**  
Resource Amount 6::  
Data mapping error - Resource Amount 6:: **Results have less than 6 rows**  
Resource Number 7::  
Data mapping error - Resource Number 7:: **Results have less than 7 rows**  
Resource Name 7::  
Data mapping error - Resource Name 7:: **Results have less than 7 rows**  
Resource Amount 7::  
Data mapping error - Resource Amount 7:: **Results have less than 7 rows**  
Resource Number 8::  
Data mapping error - Resource Number 8:: **Results have less than 8 rows**  
Resource Name 8::  
Data mapping error - Resource Name 8:: **Results have less than 8 rows**  
Resource Amount 8::  
Data mapping error - Resource Amount 8:: **Results have less than 8 rows**

Assigned To: [Integrify System](#) Status: **Completed 9/16/2013 6:46:02 PM**  
Assigned Task: **Action Notice - Contract Review**  
BARBARA MCCLUNG: **User**

11. **Exhibit A - SOW** Status: **Completed 9/16/2013 6:46:02 PM** Type: **PDF Generator** Recipients Assigned: 1 Recipients Completed: 1

Assigned To: [Integrify System](#) Status: **Completed 9/16/2013 6:46:02 PM**  
PDF Created: [SOW-Exhibita-pdf](#)

Assigned To: [BARBARA MCCLUNG](#) Status: **Completed 9/16/2013 6:46:02 PM**

13. **Contract Info for Review** Status: **Completed 10/3/2013 11:09:07 AM** Type: **Form** Recipients Assigned: 1 Recipients Completed: 1

Assigned To: [BARBARA MCCLUNG](#) Status: **Completed 10/3/2013 11:09:07 AM** [Formatted View](#)

DIRECTIONS: (click on Question Mark):

School Year of Proposed Contract:: **2013-2014**

Principal-Dept Head:: **BARBARA MCCLUNG**

Site Number - Name:: **922-COMPLEMENTARY LEARNING**

Contractor Name:: **Laura Vaudreuil**

Business Name:: **Refugee Transitions**

Flat Rate::

OR:

Hourly Rate:: **\$40.00**

Maximum Hours Worked:: **125.00**

Reimbursement Amount:: **\$0.00**

Contract Total:: **\$5,000.00**

Any Capital Equipment Used?: **NO**

Capital Equipment Value:: **\$0.00**

Capital Equipment Description:: **NONE**

Changes Financial Info: : Are changes needed to Financial Info in Section 1?: **NO**

:

If YES, you must Choose "Resubmit / Edit" in the Approval Section (Section 7) to make a change.:

Changes - Financial Info: (OK or Needed Changes): **ok**

Changes Capital Equipment: : Are changes needed to Capital Equipment Info in Section 1?: **NO**

:

If YES, choose "Resubmit / Edit" in the Approval Section (Section 7) to make a change.:

Changes - Capital Equipment: (OK or Needed Changes): **ok**

Scope of Work Attachment: (Original):

OR:

Scope of Work Attachment: (from Chgs):

OR:

Resubmitted SOW Attachment: (if any):

OR:

Exhibit A of Contract: (SOW Info): [SOW-Exhibita-pdf](#)

(Open above attachment(s) to more easily view Scope of Work information):

**RT will provide an after school program at Roosevelt Middle School. RT lead teacher will coordinate with the ELL/Newcomer teachers at Roosevelt, will oversee all student recruitment and retention, and will conduct program implementation & record keeping. RT will provide targeted case management for**

Description  
of  
Services::

high-need newcomer students from the Burmese refugee community including home visits, translation support during parent meetings, community meetings, and IEPs and other highly-sensitive situations. Through this contract, all Karen, Karenni, Burmese and Nepali refugee families will have more access to translation and interpretation services through the school district, allowing them to communicate with various OUSD programs and offices, their children's teacher and school site staff, and providing them better information and access to programming and support services within the OUSD and community such as after school programs, summer programs, parent workshops, parent-teacher conferences, etc. Additionally, approximately 20 newly resettled refugee and asylee students at Roosevelt Middle School will receive direct support through ongoing after school programming that will focus on English acquisition, homework help and school connectedness. This program will support these students academically, helping them succeed in middle school and better preparing them to succeed in high school. Finally, through a targeted system of case management for specific refugee families from Burma/Myanmar, RT will provide needed support in high-need situations. Overall, RTs support will help students and parents better navigate the educational system and it will help the OUSD ensure access to the services that these students need.

AND:

Specific Duties and Outcomes:: **RT will lead two days/week of academic and enrichment programming at Roosevelt Middle School; will provide parent ESL services at Oakland International High School; will provide casemanagement to more than 35 newly-arrived refugee students and their families, and will conduct all data analysis and program outcome reporting.**

Changes 2: : Are there any changes needed to Scope of Work in Section 2?: **NO**

:

Changes - Section 2: (OK or Needed Changes): **ok**

[Approval/Ratification] by the Board of Education of a Professional Services Contract:

between the District and [Contractor Name], [City], [State], for the latter to provide::

Summary of Scope of Work:: **An academic after school program at Roosevelt Middle School for newcomer youth that will include academic support, school connectedness, health/sports, & community building activities with an emphasis on ELD to improve and strengthen academic success; individualized case management and support for high-need newcomer refugees from Burma and Myanmar; a parent ESL class for newly-arrived refugee adults; consultant will conduct all programming, curriculum design, student recruitment, retention activities, and data collection**

Why Services are Needed:: **The OUSD has a large & diverse refugee and newcomer student population many of whom have had significant gaps in their education prior to coming to the U.S. (in addition to acute & on-going traumas in many cases) and many of whom speak little to no English when they arrive. In order to engage in school & succeed academically, they require supplemental support (as described in Title III Immigrant supplemental funds). Refugee Transitions (RT) will provide support to the OUSD newcomer community through increased communication and interpretation support for parents and school sites during the 2012-13 school year and throughout the summer, implement a targeted program for the after school program at Roosevelt Middle School, and provide individualized case management for high-need newcomer refugees.**

A - Verification: : Does the green text above (Section 3) appear in the SOW Summary?: **NO**

:

(If YES, IT MUST BE REMOVED - that text now is system generated):

B - Changes 3: : Are there any changes needed to Board Memo in Section 3?: **NO**

:

Changes - Section 3: (OK or Needed Changes): **ok**

Contract Amount:: **\$5,000.00**

Written Amount:: **five thousand**

Written Amount: : I certify that the Written Amount of Contract is CORRECT?: **YES**

:

School Year of Proposed Contract:: **2013-2014**

Anticipated Start Date:: **10/1/2013**

Contract End Date:: **6/30/2014**

Changes 5: : Are there any changes needed to Dates in Section 5?: **NO**

:

Changes - Section 5: (OK or Needed Changes): **ok**

Insurance Waiver-Reduction: : Do you want an Insurance Waiver/Reduction?: **NO**

Reduction Type or WAIVER:: **\$1,000,000 Req'd**

Reduction Amount: (If Other):

Reduction / Waiver Justification::

Confirm Waiver-Reduction Request: : The information in Section 6 is accurate and I will proceed as reflected in this Section.: **YES**

:

Detailed Contract Information: : Is all Contract information above now CORRECT and can be submitted?: **Approved**

:

:

Approval / Review Date:: **10/3/2013**

Comments: (OK; Corrections (See Comments) or Denial Reason): **ok**

:

Press "Submit" to continue:

Assigned To: **BARBARA MCCLUNG** Status: **Completed 10/3/2013 11:09:17 AM** [Formatted View](#)

DIRECTIONS: (click on Question Mark):

School Year of Proposed Contract:: **2013-2014**

Principal-Dept Head:: **BARBARA MCCLUNG**

Site Number - Name:: **922-COMPLEMENTARY LEARNING**

Contractor Name:: **Laura Vaudreuil**

Business Name:: **Refugee Transitions**

: Ensure a high quality of instructional care.:

: Develop social, emotional and physical health.: **X**

: Create equitable opportunities for learning.: **X**

: High quality and effective instruction.:

: Prepare students for success in college and careers.:

: Safe, healthy and supportive schools.: **X**

: Accountable for quality.:

: Full service community district.: **X**

:

Plan Alignment: : Is Contract NOW aligned with the District Strategic Plan?: **YES**


:


Strategic Plan Comments: (OK or Corrections): **ok**

:

Press "Submit" to continue:



 **15. Restricted** Status: **Completed 10/3/2013 11:09:17 AM** Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:09:17 AM**  
Milestone: **Restricted**

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:09:18 AM** [Formatted View](#)

DIRECTIONS: (click on Question Mark):

School Year of proposed Contract:: **2013-2014**

Principal / Dept Head:: **BARBARA MCCLUNG**

Site Number - Name:: **922-COMPLEMENTARY LEARNING**

Contractor Name:: **Laura Vaudreuil**

Business Name:: **Refugee Transitions**

Requisition Number:: **R0403331**

Requisition Amount:: **\$5,000.00**

Contract Amount:: **\$5,000.00**

Resource Number 1:: **3010**

Amount 1:: **\$5,000.00**

Name 1:: **IASA-I BASIC GRANTS LOW INCOME**

Resource Number 2::

Amount 2::

Name 2::

Resource Number 3::

Amount 3::

Name 3::

Resource Number 4::

Amount 4::

Name 4::

Resource Number 5::

Amount 5::

Name 5::

Resource Number 6::

Amount 6::

Name 6::

Resource Number 7::

Amount 7::

Name 7::


Resource Number 8::


Amount 8::


Name 8::


:

Press "Submit" to continue:

 **17. Contract Funding (For Action Item Review)** Status: **Completed 10/3/2013 11:09:43 AM** Type: **Approval** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **BARBARA MCCLUNG** Status: **Completed 10/3/2013 11:09:43 AM**  
Approval: **Completed**

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:09:44 AM**  
Milestone: **Central Office - No CSSSP Documents**

 **19. Confirm Bargaining Unit Work** Status: **Completed 10/3/2013 11:09:51 AM** Type: **Form** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **BARBARA MCCLUNG** Status: **Completed 10/3/2013 11:09:51 AM** [Formatted View](#)

DIRECTIONS: (click on Question Mark):

School Year of Proposed Contract:: **2013-2014**

Principal / Dept Head:: **BARBARA MCCLUNG**

Site Number - Name:: **922-COMPLEMENTARY LEARNING**

Contractor Name:: **Laura Vaudreuil**

Business Name:: **Refugee Transitions**

Contract Amount:: **\$5,000.00**

Bargaining Unit Work: : Will Contractor be utilized for Bargaining Unit (Union) work?: **NO**

:

Bargaining Unit Position:: **NA**

Justification:: **NA**

Bargaining Unit Work:: : I certify that the above information is true and CORRECT?: **YES**

:

Press "Submit" to continue:

 Assigned To: **BARBARA MCCLUNG** Status: **Completed 10/3/2013 11:10:21 AM** [Formatted View](#)


DIRECTIONS: (click on Question Mark):


School Year of proposed Contract:: **2013-2014**

Contract Type:: **Standard**  
Principal / Dept Head:: **BARBARA MCCLUNG**  
Site Number - Name:: **922-COMPLEMENTARY LEARNING**  
Contractor Name:: **Laura Vaudreuil**  
Business Name:: **Refugee Transitions**  
Anticipated Start Date:: **10/01/2013**  
Contract End Date:: **06/30/2014**  
Total Contract Amount:: **\$5,000.00**

:  
Changes Financial Info: : Are changes needed to Financial Info in Section 1?: **NO**  
Changes - Financial Info: (OK or Needed Changes): **ok**  
Changes Capital Equipment: : Are changes needed to Capital Equipment Info in Section 1?: **NO**  
Changes - Capital Equipment: (OK or Needed Changes): **ok**  
Changes - Scope of Work: : Are there any changes needed to Scope of Work in Section 2?: **NO**  
Changes - Scope of Work: (OK or Needed Changes): **ok**  
Changes - Board Memo: : Are there any changes needed to Board Memo in Section 3?: **NO**  
Changes - Board Memo: (OK or Needed Changes): **ok**  
Written Amount:: **five thousand**  
Written Amount: : I certify that the Written Amount of Contract is CORRECT?: **YES**  
Changes - Dates: : Are there any changes needed to Dates in Section 5?: **NO**  
Changes - Dates: (OK or Needed Changes): **ok**  
Do you want an Insurance Waiver/Reduction?: **NO**  
Confirm Waiver-Reduction Request: : The information in Section 6 is accurate and I will proceed as reflected in this Section.: **YES**  
Detailed Contract Information: : Is all Contract information above now CORRECT and can be submitted?: **Approved**  
Comments: (OK; Corrections (See Above) or Denial Reason): **ok**  
Plan Alignment: : Is Contract NOW aligned with the District Strategic Plan?: **YES**  
Strategic Plan Comments: (OK or Corrections): **ok**  
SOW Summary Accuracy: : Does the Scope of Work Summary ACCURATELY describe the attached Scope of Work?: **NA**  
SOW Summary Comments: (N/A, OK; Corrections or Denial Reason): **NA**  
A - Verification: : Are all above Statuses Correct?: **YES**  
:  
(If NO, the next screen will allow you to return to previous screen(s) to make corrections):  
:  
B - Approval:: **Approved**  
:  
:  
Review Date:: **10/3/2013**  
Comments: (OK; Corrections or Denial Reason): **ok**  
:  
Press "Submit" to continue:


 **21. Verification** Status: **Completed 10/3/2013 11:10:31 AM** Type: **Form** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **BARBARA MCCLUNG** Status: **Completed 10/3/2013 11:10:31 AM** [Formatted View](#)  
DIRECTIONS: (click on Question Mark):  
Contractor Name:: **Laura Vaudreuil**  
Business Name:: **Refugee Transitions**  
Detailed Contract Info Status:: **Approved**  
Overall Approval Status:: **Approved**  
Overall Approval Date:: **2013-10-03**  
Overall Approval Comments:: **ok**  
Status Verification: : Are the Approval Statuses above Correct for this Review?: **YES**  
:  
(If NO, you will be returned to the previous screen(s) to make corrections):  
:  
Press "Submit" to continue:


 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:10:32 AM**

 **23. Status Notice Approved - Principal / Dept Head** Status: **Completed 10/3/2013 11:10:32 AM** Type: **General Notification** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **LAUREN MARKHAM** Status: **Completed 10/3/2013 11:10:32 AM**

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:10:32 AM**

 **25. BU Work Data Completed** Status: **Completed 10/3/2013 11:10:32 AM** Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:10:32 AM**  
Milestone: **BU Work Data Completed**



Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:33 AM

**27. Insurance Waiver Completed** Status: **Completed** 10/3/2013 11:10:33 AM Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1

Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:33 AM  
Milestone: **Insurance Waiver Completed**

Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:33 AM

**29. DB-Pull - Service Status** Status: **Completed** 10/3/2013 11:10:33 AM Type: **Database Pull** Recipients Assigned: 1 Recipients Completed: 1

Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:33 AM [Formatted View](#)  
School Year: **2013-2014**  
Req Number: (Code): **R0403331**  
New Service Status: (D1): **NO**

Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:34 AM [Formatted View](#)

CSSSP Page: (Original):  
Meeting Announcement: (Original):  
Meeting Minutes: (Original):  
Meeting Sign-In Sheet: (Original):  
:  
CSSSP Page: (Resubmitted):  
Meeting Announcement: (Resubmitted):  
Meeting Minutes: (Resubmitted):  
Meeting Sign-In Sheet: (Resubmitted):  
:  
Non-CSSSP Review Doc: (Original):  
Non-CSSSP Review Doc: (Resubmitted):  
Review Type 1:: **SPSA**  
Review Type 2::  
Review Type 3::  
Review Type 4::  
Review Type 5::  
Review Type 6::  
Review Type 7::  
Review Type 8::  
CSSSP-Board Approved - YES::  
CSSSP-Board Approved - NO::

**31. CSSSP Attachments** Status: **Completed** 10/3/2013 11:10:43 AM Type: **Launch Request** Recipients Assigned: 1 Recipients Completed: 1


Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:43 AM

CSSSP Page: (Original):  
Meeting Announcement: (Original):  
Meeting Minutes: (Original):  
Meeting Sign-In Sheet: (Original):  
:  
CSSSP Page: (Resubmitted):  
Meeting Announcement: (Resubmitted):  
Meeting Minutes: (Resubmitted):  
Meeting Sign-In Sheet: (Resubmitted):  
:  
Non-CSSSP Review Doc: (Original):  
Non-CSSSP Review Doc: (Resubmitted):  
Review Type 1:: **SPSA**  
Review Type 2::  
Review Type 3::  
Review Type 4::  
Review Type 5::  
Review Type 6::  
Review Type 7::  
Review Type 8::  
CSSSP-Board Approved - YES::  
CSSSP-Board Approved - NO::  
Launched Request Status: **Completed**

Assigned To: [Integrify System](#) Status: **Completed** 10/3/2013 11:10:35 AM [Formatted View](#)

CSSSP Page::  
Meeting Announcement::

Meeting Minutes::  
Meeting Sign-In Sheet::  
Non-CSSSP Review Doc::

 **33. Principal / Dept Head Review - Approved** Status: **Completed 10/3/2013 11:10:36 AM** Type: **Milestone** Recipients Assigned: 1 Recipients Completed: 1

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:10:36 AM**  
Milestone: **Approved - Resource Mgr**

 Assigned To: **Integrify System** Status: **Completed 10/3/2013 11:10:36 AM** [Formatted View](#)

Scope of Work Attachment::

PDH ContactGUID:: **163c01e6-1755-4a52-a02c-04159469b5e4**

PDH Review Status:: **Approved**

PDH Approval Date:: **2013-10-03**

CSSSP Page::

Meeting Announcement::

Meeting Minutes::

Meeting Sign-In Sheet::

Non-CSSSP Review Doc::

Any Student Contact?::

Waiver Reason::

Waiver Reason-Other::

At which Site(s) will Contractor be working?::

PDH Confirm Date::

Service Type:: **Academic Support and Enrichment Services**

Will Submit Reimbursements:: **NO**

BW Justification::

BW Justification - Other::

Do you want an Insurance Waiver-Reduction?: **NO**



**AMENDMENT ROUTING FORM****2013-2014****PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1****Directions****Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.**

1. Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. If contract total amount has increased, the scope of work has changed. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

**When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.****Attachment Checklist**

- ☐ Contract amendment packet including Board Memo and Amendment Form
- ☐ Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
- ☐ A Board Approved copy of the original contract and any prior Amendments.

**OUSD Staff Contact** Emails about this contract should be sent to: (Required) nathaniel.dunstan@ousd.k12.ca.us**Contractor Information**

Contractor Name	Refugee Transitions	Agency's Contact	Laura Vaudreuil			
OUSD Vendor ID #	V055591	Title	Executive Director			
Street Address	870 Market St, Suite 718	City	San Francisco	State	CA	Zip 94102
Telephone	(415) 989-2151	Email	laura@reftrans.org			

**Compensation and Terms – Must be within the OUSD Billing Guidelines**

Original Contract Amount	\$ 5,000.00	Original PO Number	P1404284		
Amended Amount	\$ 56,000.00	New Requisition #	R0403331		
New Total Contract Amount	\$ 61,000.00	Start Date	10/1/2013	End Date	06/30/2014
Pay Rate Per Hour (Required)	92.00	Number of Hours (Required)	660.00		

**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
4216	Ref Trans Fam	9221205202	5825	\$ 30,000.00
9243	OIHS Cont Ed	3539243101	5825	\$ 26,000.00
			5825	\$

**Approval and Routing (in order of approval steps)**

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

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

1.	<b>Site Administrator or Manager</b>	Name	Barbara McClung	Phone	5102731533	Fax	5102731501
	Site / Department	922/TSF Refugee Program- FSCP					
	Signature				Date Approved	1/29/14	
2.	<b>Resource Manager, if using funds managed by:</b>	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships					
	Signature				Date Approved	2/4/14	
	Signature				Date Approved	2/4/14	
3.	<b>Regional or Executive Officer</b>						
	Signature				Date Approved		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
	Signature				Date Approved	2-2-14	
5.	<b>Superintendent or Board of Education</b>	Signature on the legal contract					
	Signature				Date Approved		
	<b>Legal</b>	Required if not using standard contract	Approved	Denied - Reason	Date		
	<b>Procurement</b>	Date Received	PO Number				





# AMENDMENT ROUTING FORM

## 2013-2014

### PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1

#### Directions

**Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.**

1. Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. If contract total amount has increased, the scope of work has changed. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

**When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.**

#### Attachment Checklist

- ☐ Contract amendment packet including Board Memo and Amendment Form
- ☐ Amended Scope of work (Be specific as to what additional work is being done by this consultant.)
- ☐ A Board Approved copy of the original contract and any prior Amendments.

**OUSD Staff Contact** Emails about this contract should be sent to: (Required) diane.warren@ousd.k12.ca.us

#### Contractor Information

Contractor Name	Reuben Roberts	Agency's Contact	Reuben Roberts				
OUSD Vendor ID #	I005767	Title	Consultant				
Street Address	1925 7th Avenue Apt. 4	City	Oakland	State	CA	Zip	94606
Telephone	(510) 504-8904	Email	rjr5194@yahoo.com				

#### Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 21,060.00	Original PO Number	P1402721		
Amended Amount	\$ 4,752.00	New Requisition #	R0409395		
New Total Contract Amount	\$ 25,812.00	Start Date	8/13/2013	End Date	06/30/2014
Pay Rate Per Hour (Required)	25.00	Number of Hours (Required)	176.00		

#### 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
9011	OSF Donation	9221231302	5825	\$ 4,752.00
	Restorative		5825	\$
	Justice		5825	\$

#### Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

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

1.	<b>Site Administrator or Manager</b>	Name <u>Barbara McClung</u>	Phone <u>2731539</u>	Fax <u>2731501</u>
	Site / Department	<u>922/Family, School, and Community Partnerships</u>		
2.	Signature <u>[Signature]</u>	Date Approved	<u>1/13/14</u>	
	<b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Family, Schools, and Community Partnerships			
	Signature <u>[Signature]</u>	Date Approved	<u>1/13/14</u>	
3.	<b>Regional or Executive Officer</b>			
	Signature	Date Approved		
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>			Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000
	Signature <u>[Signature]</u>	Date Approved	<u>2-2-14</u>	
5.	<b>Superintendent or Board of Education</b> Signature on the legal contract			
<b>Legal</b> Required if not using standard contract		Approved	Denied - Reason	Date
<b>Procurement</b>		Date Received	PO Number	



Named Insured: Refugee Transitions

Policy: 2013-01419-NPO

---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

Name of Person or Organization:

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED** (Section II) is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your on-going operations; or
- B. In connection with your premises owned by or rented to you

Board Office Use: Legislative File Info.	
File ID Number:	14-0186
Introduction Date:	02/26/2014
Enactment Number:	14-0274
Enactment Date:	2/26/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools. Thriving Students.

## Memo

**To:** Board of Education

**From:** GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent

**Board Meeting Date:** 02/26/2014

**Subject:** Professional Service Contract

**Contractor:** Refugee Transitions of San Francisco, CA

**Services for:** 922-COMPLEMENTARY LEARNING

**Board Action Requested and Recommendation:** Ratification by the Board of Education of a Professional Services Contract between the District and Refugee Transitions, San Francisco, CA, for the latter to provide: An academic after school program at Roosevelt Middle School for newcomer youth that will include academic support, school connectedness, health/sports, & community building activities with an emphasis on ELD to improve and strengthen academic success; individualized case management and support for high-need newcomer refugees from Burma and Myanmar; a parent ESL class for newly-arrived refugee adults; consultant will conduct all programming, curriculum design, student recruitment, retention activities, and data collection for the period of 10/01/2013 through 06/30/2014 in an amount not to exceed \$5,000.00.

### Background:

(A one paragraph explanation of why the consultant's services are needed.)

The OUSD has a large & diverse refugee and newcomer student population many of whom have had significant gaps in their education prior to coming to the U.S. (in addition to acute & on-going traumas in many cases) and many of whom speak little to no English when they arrive. In order to engage in school & succeed academically, they require supplemental support (as described in Title III Immigrant supplemental funds). Refugee Transitions (RT) will provide support to the OUSD newcomer community through increased communication and interpretation support for parents and school sites during the 2012-13 school year and throughout the summer, implement a targeted program for the after school program at Roosevelt Middle School, and provide individualized case management for high-need newcomer refugees.

### Discussion:

(QUANTIFY what is being purchased.)

An academic after school program at Roosevelt Middle School for newcomer youth that will include academic support, school connectedness, health/sports, & community building activities with an emphasis on ELD to improve and strengthen academic success; individualized case management and support for high-need newcomer refugees from Burma and Myanmar; a parent ESL class for newly-arrived refugee adults; consultant will conduct all programming, curriculum design, student recruitment, retention activities, and data collection



Board Office Use: Legislative File Info.	
File ID Number:	14-0186
Introduction Date:	02/26/2014
Enactment Number:	14-0274
Enactment Date:	2/26/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

**Fiscal Impact:** Funding resources below not to exceed \$5,000.00

\$5,000.00 IASA-I BASIC GRANTS LOW INCOME

**Attachments:** Professional Services Contract including Scope of Work

Waiver Summary

Resume / Statement of Qualifications

EPLS Search Results Page

Insurance Certification (if no Waiver was granted)

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	14-0186
Introduction Date	02/26/2014
Enactment Number	14-0274
Enactment Date	2/26/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2013-2014

Refugee Transitions

This Agreement is entered into between \_\_\_\_\_ (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 10/01/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400.00, whichever is later. The work shall be completed no later than 06/30/2014.

- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed five thousand Dollars (\$5,000.00) [per fiscal year], at an hourly billing rate not to exceed \$40.00 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: No Reimbursements

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: NONE, which shall not exceed a total cost of \$0.00.

**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:



Professional Services Contract

**OUSD Representative:**

Name: BARBARA MCCLUNG

Site /Dept.: 922-COMPLEMENTARY LEARNING

Address: 746 Grand Avenue  
Oakland, CA 94601

Phone: 617-699-5114

**CONTRACTOR:**

Name: Laura Vaudreuil

Title: Officer (Executive)

Address: 870 Market Street, Suite 718  
San Francisco, CA 94102

Phone: 415-989-2151

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.) 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 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:** CONTRACTOR will adhere to the following staff requirements and 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.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
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

**Professional Services Contract**

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 OUSD policies, 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.

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.epls.gov/eplis/search.do>)
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. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
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.

**OAKLAND UNIFIED SCHOOL DISTRICT**

MARIA SANTOS

- ☐ President, Board of Education  
☒ Superintendent or Designee

Secretary, Board of Education

01/09/2014

Date

Date

**CONTRACTOR**

Laura Vaudreuil

Contractor eSignature

01/24/2014

Date

Laura Vaudreuil, Officer (Executive)

Print Name, Title



## 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.

RT will provide an after school program at Roosevelt Middle School. RT lead teacher will coordinate with the ELL/Newcomer teachers at Roosevelt, will oversee all student recruitment and retention, and will conduct program implementation & record keeping. RT will provide targeted case management for high-need newcomer students from the Burmese refugee community including home visits, translation support during parent meetings, community meetings, and IEPs and other highly-sensitive situations. Through this contract, all Karen, Karenni, Burmese and Nepali refugee families will have more access to translation and interpretation services through the school district, allowing them to communicate with various OUSD programs and offices, their children's teacher and school site staff, and providing them better information and access to programming and support services within the OUSD and community such as after school programs, summer programs, parent workshops, parent-teacher conferences, etc. Additionally, approximately 20 newly resettled refugee and asylee students at Roosevelt Middle School will receive direct support through ongoing after school programming that will focus on English acquisition, homework help and school connectedness. This program will support these students academically, helping them succeed in middle school and better preparing them to succeed in high school. Finally, through a targeted system of case management for specific refugee families from Burma/Myanmar, RT will provide needed support in high-need situations. Overall, RTs support will help students and parents better navigate the educational system and it will held the OUSD ensure access to the services that these students need.

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.

RT will lead two days/week of academic and enrichment programming at Roosevelt Middle School; will provide parent ESL services at Oakland International High School; will provide casemanagement to more than 35 newly-arrived refugee students and their families, and will conduct all data analysis and program outcome reporting.

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 checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools     |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning   | <input type="checkbox"/> Accountable for quality                             |
| <input type="checkbox"/> High quality and effective instruction                   | <input checked="" 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(s): Not Applicable  
Private School or  
OUSD Department

- ☐ **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.



---

***ContractsOnline: Contract Waiver Summary***

**Site Number-Name: 922-COMPLEMENTARY LEARNING**

**Principal / Department Head: BARBARA MCCLUNG**

**Contractor Name: Laura Vaudreuil**

**Business Name: Refugee Transitions**

**Contract Type: Standard**

**Anticipated Start Date: 10/01/2013**

**Contract End Date: 06/30/2014**

**Rate Type: HOURLY**

**Contract Amount: \$5,000.00**

**Applicable Waivers**

**Approved by Risk Management**

**Insurance-Reduction Waiver Status: NA**

**Waiver-Reduction Type: \$1,000,000 Required**

**Other Reduction Amount: NA**

**Approval Date:**

**Approved by Deputy Superintendent**

**Billing Waiver Status: NA**

**Approval Date:**

**Fingerprint Waiver Status: NA**

**Approval Date:**

**TB Test Waiver Status: NA**

**Approval Date:**



## **Refugee Transitions' Statement of Qualifications**

Prepared for Oakland Unified School District

10/21/13

Refugee Transitions (RT) is a nonprofit education and social service organization that began in 1982. Its mission is to assist low-income refugee and immigrant families in becoming self-sufficient in the U.S. by providing services that help them attain the English language, life, job, and academic skills they need to succeed in their new communities. In 2012, RT served more students in 2012 than in any year previous and helped more newcomers reach their goals. Our model is unique: staff and volunteers reach students in their homes, schools, and communities, resulting in mutually beneficial relationships and increased social capital. Our programs create bridges to the local community and help newcomers gain the English language and critical life skills needed to find employment, succeed in school, and become leaders in their new communities.

Refugee Transitions has extensive experience working with newcomer families and is connected with numerous refugee, asylee and immigrant families throughout the Bay Area. Refugee Transitions provides tutoring and mentoring for youth through its Bridge-2-Success Youth Development Program and collaborates with the Oakland Unified School District (OUSD) to serve students throughout the district. The agency is quick to respond to the needs of newcomer communities and fill gaps in services. The agency's core program is home-based tutoring for which the agency recruits, trains and screens community volunteers and then matches them with students for weekly home-based English language tutoring. Of the approximately 150 youth who have received home-based tutoring during the past two years, 96% have stayed in school; furthermore, 88% of our seniors in the East Bay receiving home-based tutoring graduated from high school.

Refugee Transitions formalized its partnership with OUSD in 2006 when the agency helped launch the District's Refugee & Asylee Student Assistance Program, which helps refugee/asylee students enroll in the school district, connect to services providers (like Refugee Transitions), access after school and home-based tutoring programs, learn about community resources, and complete Independent Educational Plans. In 2007 RT expanded its partnership to start an after school program at Oakland International High School—which is currently in its seventh year—and in 2012 expanded to start an after school program at Roosevelt Middle School.

Through funding from the Refugee & Asylee Student Assistance Program, RT has been able to expand its after school program at Roosevelt Middle School in order to serve over 30 refugee and asylee youth from Burma, Bhutan, Iraq as well as few asylees from Guatemala. The program has been very successful and will continue through the 2013-2014 academic year. Furthermore, RT secured funding Oakland Fund for Children and Youth to provide a family engagement program at Franklin Recreation Center serving newcomer families of youth attending Franklin, Garfield, Manzanita and other elementary schools as needed.

At Oakland International High School RT provides after school tutoring Monday through Thursday during the academic year. RT recruits, trains and supports adult volunteer tutors to help students with their homework and provide additional opportunities for youth to connect to caring adults and

practice English. In addition, RT also recruits, trains and supports peer tutors. The peer tutors are naturally compassionate, and have the ability to connect with the students in their native languages, which is critical to reaching students who have very limited English skills. Many of the students in the after school program do not have parents who can speak, read or write English fluently, and without the after school program, many of them would have no access to assistance with their homework or with test prep.

The program has been extremely successful in terms of numbers and outcomes. During the fall 2012-2013 semester, average attendance was 60 students per day. Despite the large and growing number of students, we are proud that we have been able to stay close to our target ratio of volunteer tutors to students, averaging 1 volunteer tutor to every 5 to 6 students.

Two of RT's programs provide leadership training to adults and youth in Oakland's refugee communities so that they can help their peers navigate life in the U.S. Through the RT Youth Leadership Program, refugee youth serve as "buddies" for newly-enrolled refugee students at their schools, helping new students navigate the school system and access services like free lunches and after school program enrollment. Students who are selected to be Refugee Youth leaders receive training, support, and a monthly stipend from RT.

At the beginning of each semester RT recruits, trains, supports and provides stipends to refugee and immigrant youth to serve as peer leaders/tutors in RT's Youth Leadership program and after school tutoring programs. The success rate of those participating in the program is impressive:

- 100% of youth leaders are on track to complete high school
- 100% of former youth leaders are enrolled in post-secondary institutions (both 2 year and 4 year colleges)

RT's Community Navigator (CN) Internship Program. CN's commit to a minimum of 6 months of work through the clients that RT assigns them to help. Through their trainings and work on behalf of their clients, CN's learn about and network with many local community-based organizations, learn case management and other vocational and administrative skills and provide interpretation. RT staff helps CNIs create resumes, practice interview skills, and search and apply for appropriate jobs. Over the past year, CNIs have been providing interpreting (in Nepali and Karen languages) for OUSD parent meetings. CNs receive a stipend as a token of appreciation for their work.

RT will ensure that accurate fiscal and management practices are undertaken as required by Oakland Unified School System (OUSD). In accordance with OUSD policy, RT ensures that all staff and volunteer tutors are screened before working at OIHS. The agency has systems in place for Department of Justice background checks and TB screenings for over 250 individuals per year. Staff also conducts one-on-one screening interviews with tutors to ensure that they are a good fit for the program.





refugee  
transitions

Education • Family Engagement • Community Leadership

October 21, 2013

Oakland Unified School District  
1025 Second Avenue  
Oakland, CA 94606-2212

To Whom It May Concern,

Refugee Transitions certifies that all staff and contractors complete a background check and Tuberculosis screen before providing direct services as part of its contract with Oakland Unified School District's Refugee and Asylee Student Assistance Program. Please find the following clearance information for the agency's director and program staff:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Sincerely,

*Laura Vaudreuil*

Laura Vaudreuil  
Executive Director



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/10/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Calender-Robinson Company, Inc. FB0267063 300 Montgomery St., Suite 888 San Francisco CA 94104	CONTACT NAME: Katherine Berkman PHONE (A/C No. Ext): (415) 978-3800 FAX (A/C No.): (415) 978-3825 E-MAIL ADDRESS: kberkman@calrob.com
INSURED Refugee Transitions 870 Market St. #718 San Francisco CA 49102	INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Insurance Alliance INSURER B: State Compensation Ins. Fund INSURER C: North American Elite Insurance 29700A INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: CL1311008354

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		2013-01419-NPO	1/27/2013	1/27/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER. <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		2013-01419-NPO	1/27/2013	1/27/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		2013-01419-UMB-NPO	1/27/2013	1/27/2014	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	9062094-13	7/1/2013	7/1/2014	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000	
C	Employee Dishonesty Forgery & Alteration		CWB0002715	1/27/2013	1/27/2014	Each Loss \$ 100,000 Each Loss \$ 2,500	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured as per the attached endorsement

## CERTIFICATE HOLDER

## CANCELLATION

Oakland Unified School District  
1025 Second Avenue  
Oakland, CA 94606

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Named Insured: Refugee Transitions

Policy: 2013-01419-NPO

---

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name of Person or Organization:

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED** (Section II) is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your on-going operations; or
- B. In connection with your premises owned by or rented to you