

Board Office Use: Legislative File Info.	
File ID Number	15-1962
Introduction Date	10/14/15
Enactment Number	15-1642
Enactment Date	10/14/15



Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 10/14/15

Subject Professional Services Contract - Center for Transformative Teacher Training
- 922/Community Schools and Student Services (site/department)

Action Requested Approval of professional services contract between Oakland Unified School District and Center for Transformative Teacher Training. Services to be primarily provided to 922/Community Schools and Student Services for the period of July 1, 2015 through June 30, 2016.

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

The Center for Transformative Teacher Training (CTTT) is to significantly improve the quality and culture of education for school-age children, especially those in traditionally underserved communities. CTTT helps clients ensure teachers feel supported and youth are empowered through all their educational experiences. CTTT's approach builds upon the research-validated No-Nonsense Nurturer® program, designed specifically to develop classroom cultures where teachers can effectively manage instructional experiences with increasing levels of complexity and rigor. Using a cutting-edge new coaching model, Real Time Teacher Coaching®, CTTT trains new or existing coaches to use Real Time Teacher Coaching strategies to sustain teacher's implementation of best practices. Additionally, CTTT works with each organization to provide a customized plan that builds internal capacity to have a lasting impact through improved instruction, classroom management, and a positive learning culture.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of a Professional Services Contract between the District and Center for Transformative Teacher Training, San Francisco, CA, for the latter to work in coordination with the principals at Futures Elementary School, East Oakland Pride, Reach Academy and the Community Schools and Student Services Department to develop and implement a comprehensive Culture Plan to support teachers and staff in elevating expectations for student achievement and engagement and increasing their ability to deliver on expectations; provide online training licenses to the No-Nonsense Nurturing (NNN) Online Course, a research validated approach to classroom management and culture for staff; use Real Time Teacher Coaching, as described in the Scope of Work, incorporated herein by reference as though fully set forth, for the period of July 1, 2015 through June 30, 2016, in an amount not to exceed \$83,610.00.

Recommendation Approval of professional services contract between Oakland Unified School District and Center for Transformative Teacher Training. Services to be primarily provided to 922/Community Schools and Student Services for the period of July 1, 2015 through June 30, 2016.

Fiscal Impact Funding resource name (please spell out) 0000/Unrestricted Instructional Interns, 0005/Central Support Restorative Practice - SEL not to exceed 83,610.00

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

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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2015-2016

This Agreement is entered into between Center for Transformative Teacher Training (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:

1. **Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on July 1, 2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 86,000. in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 86,000, whichever is later. The work shall be completed no later than June 30, 2016.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Eighty Three Six Hundred Ten Dollars (83,610.00) [per fiscal year], at an hourly billing rate not to exceed _____ 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: N/A

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.

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

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

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

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

6. **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.
7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: Curtiss Sarikey
Site /Dept.: 922/Community Schools and Student Services
Address: 746 Grand Avenue
Oakland CA 94610
Phone: (510) 273-1500
Email: Curtiss.Sarikey@ousd.org

CONTRACTOR:

Name: Jennifer Specht Ozanne
Title: Chief Financial and Operations Officer
Address: 1559 Sloat Blvd., #B, Suite 326
San Francisco CA 94132
Phone: 1-800-561-3073 Ext. 9
Email: jozanne@cttt.com

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

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

9. **Insurance:**

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

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

Check one of the boxes below:

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

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

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

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

OR

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

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

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

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

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
 14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
 15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
 16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
 17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
 18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
- 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, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature]
 President, Board of Education
 Superintendent
 Chief or Deputy Chief
[Signature]
Secretary, Board of Education

CONTRACTOR

[Signature]
Contractor Signature
Jennifer Specht Ozanne
Chief Financial and Operations Officer
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

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By: [Signature]

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.

See the attached Proposal for No-Nonsense Nurturer and Real Time Teacher Coach Training.

OUSD has made an investment in five of its middle and elementary schools that have traditionally underperformed. With changes happening in the District, the attached proposal will support the training of RTTCs at 4 of the 5 schools currently being supported in OUSD by CTTT.

Overall Proposed Solution

The following is based on expected departures from OUSD and the need to train new coaches:

- Futures: 1 coach
- Reach: 1 coach
- EOP: 1 coach
- TBD: 1 coach (based on additional staffing changes?)
- 20 licenses total

New Teacher Support:

- Site license – 200 concurrent users



CENTER FOR
TRANSFORMATIVE
TEACHER TRAINING

No-Nonsense Nurturer® Real Time Teacher Coach Training® School Culture Planning and Turnaround

Proposal for:
Curtiss Sarikey, Charles Wilson and Kafi Payne
Oakland Unified School District

Submitted:
September 1, 2015

By:
Kristyn Klei Borrero
CEO

Introduction

Our mission at the Center for Transformative Teacher Training (CTTT) is to significantly improve the quality and culture of education for school-age children, especially those in traditionally underserved communities.

Working with organizations that have an urgent focus on improving instruction, leadership, culture, and cultural competency, CTTT helps our clients ensure teachers feel supported and youth are empowered through all their educational experiences.

CTTT's approach builds upon the research-validated *No-Nonsense Nurturer*[®] program, designed specifically to develop classroom cultures where teachers can effectively manage instructional experiences with increasing levels of complexity and rigor. Using a cutting-edge new coaching model, *Real Time Teacher Coaching*[®], CTTT trains new or existing coaches to use *Real Time Teacher Coaching* strategies to sustain teacher's implementation of best practices.

Additionally, CTTT works with each organization to provide a customized plan that builds internal capacity to have a lasting impact through improved instruction, classroom management, and a positive learning culture.

Organizational Needs

OUSD has made an investment in five of its middle and elementary schools that have traditionally underperformed. With changes happening in the district the following proposal, support the training of RTTCs at 4 of the 5 schools currently being supported in OUSD by CTTT.

Overall Proposed Solution

The following is based on expected departures from OUSD and the need to train new coaches:

- Futures: 1 coach
- Reach: 1 coach
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- TBD: 1 coach (based on additional staffing changes?)
- 20 licenses total

New Teacher Support:

- Site license – 200 concurrent users

Proposed Services

NO-NONSENSE NURTURER® PROGRAM

The No-Nonsense Nurturer (NNN) Program is a dynamic, research-validated approach to classroom management and classroom culture. It has enabled thousands of teachers at all grade levels to promote the academic success of their students.

Online Course

The NNN Online Course is a highly engaging 14-module learning experience for educators on the NNN classroom management and classroom culture protocols, theories, and practices. Participants learn how to implement the NNN Four-Step Model by reading course content, watching classroom videos and teacher interviews, and completing assessments that assist their understanding. After completing the course, participants have the tools to significantly advance student motivation, participation, engagement, and achievement. Course participants receive the comprehensive Implementation Guide that supports their immediate application of the NNN protocols in the classroom. The Online Course offers non-transferrable licenses per educator.

REAL TIME TEACHER COACHING® FOR MANAGEMENT

Real Time Teacher Coaching (RTTC) is a cutting-edge coaching model where teachers receive immediate, non-disruptive feedback and tips from coaches via headsets during actual instruction. This feedback supports a teacher's effective implementation of the No-Nonsense Nurturer Program. CTTT offers RTTC in direct support of teachers, as well as training for coaches in how to use the RTTC model to support teachers who are using the NNN program.

For Coaches:

Orientation to Real Time Teacher Coaching

In this overview, prospective Real Time Teacher Coaches learn the protocols and elements of successful RTTC sessions. Participants receive the RTTC Coaching Pack which includes RTTC manual, equipment, protocols and other materials to support RTTC. This Introduction is offered as a six-hour session for 1-20 participants and is a prerequisite for RTTC training. The NNN In-Person Workshop or Online Course is a prerequisite for coaches to participate in the Orientation to RTTC.

Real Time Teacher Coaching Training

In this gradual release model, a CTTT Associate trains two-person teams to use the RTTC model to support teachers in implementing the NNN Program in their classrooms. Coaches'

progress will be supported by analysis of coaching practice (gathered during the in-person training sessions) and is assessed in light of the Real Time Teacher Coaching Rubric. Coaches will be given deliverables to practice between in-person supports. The model begins with a baseline observation of the teacher. Next, a pre-coaching conference with the teacher allows the CTTT Associate and the coaching trainees to assess and discuss the teacher’s understanding of the NNN Four-Step Model. Then, while the teacher is teaching students but without disrupting instruction, the CTTT Associate guides one of the trainees through coaching the teacher in real time, modifying the teacher’s practices to increase student engagement. In a post-coaching conference with the teacher, the CTTT Associate supports the coaching trainees in analyzing the RTTC experience. The CTTT Associate and trainees review strategies that the teacher is implementing with fidelity, note successful best practices, and help to “unpack” any misconceptions, habits, resistances, or subconscious mindsets that may inhibit the teacher’s ability to successfully engage all students. The CTTT Associate suggests deliverables for the trainees and the teacher for future RTTC sessions.

RTTC Training occurs in 4 stages:

- Stage 1: Orientation to RTTC
- Stage 2: Introduction to RTTC: 4 days In-Person, Gradual Release
- Stage 3: RTTC Training: 4 days In-Person, Gradual Release
- Stage 4: Enhancement: Certification 2 days In-Person – not included

RTTC Training is offered in eight-day packages comprised of several RTTC sessions. The NNN In-Person Workshop or Online Course is a prerequisite for RTTC for teachers and coaches. The Introduction to Real Time Teacher Coaching is a prerequisite for coaches.

Real Time Teacher Coaching Certification for Coaches – not included

After being trained in RTTC, coaches develop further subtlety and nuance to support a wider range of teachers. Coaches seeking certification will participate in two additional RTTC coaching days and fifteen hours of video support to improve their coaching practice as measured against the RTTC Coaching Rubric. Coaches will receive certification when they meet the benchmarks outlined in the CTTT certification rubric.

Pricing

Oakland Unified School District - Futures, Reach, East Oakland Pride				
Item	Unit Price	Unit	Quantity	Total
Introduction to Real Time Teacher Coaching (1 workshops for all RTTC. Also include scheduling webinar)	\$4,600	Workshop	1	\$4,600

Real Time Teacher Coaching Materials Pack (<i>coaching materials including walkie-talkies with earpiece, coaching manual, rubrics</i>)	\$350	Each	2	\$1,050
On-Site Consulting Services	\$4,400	Day	16	\$70,400
Real Time Teacher Coaching for Coaches (<i>2 coaches per team for 2 teams - total of 4 coaches</i>)		Day	16	
Sub Total On-Site Consulting Services				\$70,400
Professional Services Volume Discount >80 days (10%) - Local Discount	\$(440)		16	\$(7,040)
Total On-Site Consulting Services				\$63,360
Online Course Access - \$75 discount per login	\$75	Per User	30	\$2,250
Total Online Course Access				\$2,250
TOTAL PROPOSED				\$71,260

Notes:

Professional Services prices include all travel expenses.

One Service Day is defined as 6 hours of instruction/coaching

Oakland Unified School District – New Teacher Support				
Item	Unit Price	Unit	Quantity	Total
Online Course Access Site License – up to 200 concurrent users	\$12,000		1	\$12,000
Total Online Course Access				\$12,000
TOTAL PROPOSED FOR NEW TEACHER SUPPORT				\$12,000

TOTAL PROPOSED FOR OUSD

\$83,610

Conclusion

Since 2009, The Center for Transformative Teacher Training has been dedicated to significantly improving the quality and culture of education for school-age children in traditionally underserved communities. We hope to have the opportunity to partner with Oakland Unified School District to provide this unique, impactful approach to raise student engagement and achievement in your schools.

August 7, 2015

Center for Transformative Teacher Training
1559 B Sloat Blvd., Suite 326
San Francisco, CA 94132

Oakland Unified School District
900 High Street
Oakland, CA 94601

RE: Agency Letter

To Whom It May Concern:

The Center for Transformative Teacher Training will provide for:

A - All of our employees that work at OUSD have passed fingerprint review by Department of Justice (DOJ) and FBI and TB Testing requirements.

B - API Numbers (from fingerprinting) will appear on all invoices submitted to OUSD.

C - Proof of fingerprint passage and TB Test passage of persons working at OUSD will be available to OUSD upon demand.

Please contact Jennifer Ozanne for the above information at jozanne@cttt.com.

Thank you,

Jennifer Ozanne
CFO/COO

Statement of Qualifications

Our mission at the Center for Transformative Teacher Training (CTTT) is to significantly improve the quality and culture of education for school-age children, especially those in traditionally underserved communities.

Working with organizations that have an urgent focus on improving instruction, leadership, culture, and cultural competency, CTTT helps our clients ensure teachers feel supported and youth are empowered through all their educational experiences.

CTTT's approach builds upon the research-validated *No-Nonsense Nurturer*[®] program, designed specifically to develop classroom cultures where teachers can effectively manage instructional experiences with increasing levels of complexity and rigor. Using a cutting-edge new coaching model, *Real Time Teacher Coaching*[®], CTTT trains new or existing coaches to use *Real Time Teacher Coaching* strategies to sustain teacher's implementation of best practices.

Additionally, CTTT works with each organization to provide a customized plan that builds internal capacity to have a lasting impact through improved instruction, classroom management, and a positive learning culture.

All CTTT workshops and programs are delivered by CTTT Associates. Each CTTT Associate is an experienced educator with a track record of high achievement as Principal and/or Instructional Coach. They are skilled managers with significant experience working with both adults and children. CTTT programs are research-based, and delivered using clearly organized protocols with consistency measured against program rubrics. Additionally, Associates are organized into two teams who are managed by a Managing Associate in addition to the Chief Program Officer. The Managing Associates and CPO regularly visit clients with Associates to ensure the highest quality delivery.

CTTT's staff and associates track all client activities in a secure client database system, invoicing clients through multiple supervisors and providing auditable reports to clients about service delivery times, dates, participants, activities and outcomes.

Detail about key team members follows.



Kristyn Klei Borrero, Ed.D.

Chief Executive Officer and Co-Founder

Kristyn is a consummate trainer who has an unparalleled ability to make a profound positive difference in the professional lives of the educators with whom she works.

For the last fifteen years she has committed herself to improving the education of students in urban schools as a classroom teacher, principal, and area superintendent.

- Principal of an urban elementary school at the age of 27
- Turnaround principal of East Palo Alto Charter School and founding principal of Berkeley Maynard Academy in Oakland, California
- Her leadership propelled both schools to exceed the state academic benchmarks
- Area superintendent responsible for providing direct support and coaching to principals
- Doctorate in Educational Leadership from the University of California, Berkeley



Lee Canter

Co-Founder

Lee is an internationally renowned educational consultant and the developer of the classic Assertive Discipline Program. For the last five years he has devoted his efforts to developing innovative training programs to meet the needs of educators working in traditionally underserved communities.

- He and his staff have trained over 1.5 million teachers over the last 30 years
- Author of over 40 best-selling books for educators
- Recipient of a Distinguished Achievement Award from the Association of Educational Publishers
- Developer of the No-Nonsense Nurturer® Program and Real Time Teacher Coaching® Model



Michael Prada, Ed.D.

Chief Program Officer

Michael is an exceptional trainer who can be counted upon to be a dynamic change agent in his work with teachers, coaches, and administrators. He has demonstrated his commitment to improving the education of students in economically disadvantaged communities for the past 25 years as a successful teacher, principal, coach, and district administrator.

- Teacher and assistant principal in an urban secondary school
- Principal of a large K-8 school in San Francisco
- Founder of an early college high school in Oakland in conjunction with the University of California, Berkeley
- Director of Student Services for an urban school district
- Doctorate in Educational Leadership from the University of California, Berkeley



Jennifer Specht Ozanne, M.B.A.

Chief Financial and Operations Officer

Jennifer is a veteran educator and education industry executive with a uniquely well-rounded perspective on what schools need and how providers can best serve them. Most recently, Jennifer worked with major urban school districts to facilitate strategic planning and technology implementation programs.

- Served as VP Client Services for leading K-12 software firm, managing a 18-person team that supports 3,000+ schools in 37 states
- Managed alumni network of Teach for America, overseeing national communication and networking strategies
- Former teacher, New York City schools
- Management consultant, Marakon Associates
- Masters in Business Administration, Wharton School of Business



Kara Backman, M.Ed.

Senior Associate

Kara brings a unique combination of passion and real-world experience to her work with educators. The results speak for themselves in the rave reviews she receives from the professionals she trains. For the last ten years she has demonstrated her skill and dedication to underserved youth as an outstanding teacher and highly recognized principal.

- Principal of a K-5 school
- Turnaround principal of a K-8 school
- Founding principal of an early college high school
- Her dynamic leadership enabled all of her schools to exceed the state academic benchmarks
- Under her leadership University Charter School was honored as a California Distinguished School
- Master's Degree in Educational Leadership, San Jose State University



Noah Borrero, Ph. D.

Associate

Noah is that rare educational leader that has a proven track record teaching youth and training teachers alike. As a middle school teacher in the San Francisco Bay Area, Noah specialized in working with bilingual students. Subsequently, he created and now directs the Urban Education Masters program at the University of San Francisco, where he is responsible for preparing tomorrow's urban educators. With extensive experience working with students and teachers in some of the most challenging environments, Noah is capable of inspiring educators while also giving them the practical knowledge and skills needed to transform classrooms.

- Created and now directs the Masters program in Urban Education and Social Justice at the University of San Francisco, where he received Distinguished Research Award for contributions in urban education, cultural assets, English learner literacy, and adolescent development.
- Ph. D. in Child and Adolescent Development from Stanford University
- Serves as board member, advisor, trainer, and mentor for a variety of non-profit organizations, scholarly associations, and advocacy groups focused on urban education
- Veteran middle school teacher with experience developing innovating programs to engage bilingual youth in their school and community



Richard Frank, Ed.D.

Associate

A 20-year educator in Metropolitan Nashville Public Schools (MNPS), Richard is a transformational leader with extensive experience driving innovative programs to improve teacher practice and school design in urban settings. He has dedicated his career to developing teachers and school administrators to impact educational outcomes for students of diverse cultural backgrounds.

- Supported instructional leaders in 100+ schools to develop, deliver and sustain professional learning opportunities for teachers implementing transformational classroom practices
- Served as teacher, instructional designer, staff development specialist, and district lead coach in large urban school district
- Launched and managed Nashville's new teacher induction and mentoring program
- Doctorate in Educational Leadership and Policy and a Master's Degree in Elementary Education, both from Vanderbilt University



Vynesha Johnson, M.A.

Associate

Exhibiting an exceptional talent for coaching and training, Vynesha relies on her experience as both a teacher and a principal in underserved urban communities. Additionally, she is a trained specialist in behavior intervention and crisis prevention. The educators Vynesha works with are inspired by her passion for teaching excellence and equipped to effect meaningful change in their classrooms.

- Principal of K-12 school in Gary, IN
- Supervisor of Behavior Intervention Program in Albuquerque, NM
- Experienced mentor teacher, coach, and faculty administrator
- Expertly trained in civil mediation, crisis prevention, and collaborative problem solving
- Extensive experience working with students with disabilities and well-versed in Special Education law, policies and procedures
- Master's Degree in Teaching and in School Administration



Carrie Lupoli, M.A., M.Ed.

Associate

Carrie brings a unique perspective to her work through her experiences as a special educator in urban districts as well as an international educator in Asia and Europe. Carrie has the ability to uniquely problem solve and invest others. Named "Teacher of the Year" her first year as an educator, Carrie is dedicated to continuous learning as an educator, administrator, executive director and international speaker. She has an impressive track record of working towards positive change in traditionally disadvantaged communities around the world.

- Special Education Teacher and Director in U.S. public schools
- Founder and Principal of school for children with special needs in Singapore
- Founder and Executive Director of Live and Learn (Singapore), a firm dedicated to training and supporting teachers to provide effective inclusion services
- Official Spokesperson and Child Development Expert for Mattel Fisher Price



Norman Merrifield, M.Ed.

Associate

A passionate believer in the power of building relationships with urban youth, Norman is known for his highly motivating, highly impactful professional development skills. His expertise as a teacher, author, and instructional designer helps bring a new perspective to the educators with whom he works.

- Served as a teacher, coach, and instructional designer focused on the needs of students in urban schools
- Widely recognized expert on culturally responsive pedagogy, classroom efficacy, and empowerment of urban scholars
- Regularly featured speaker on instructional strategy in urban schools at National Staff Development Conferences around the country
- Master's Degree in Learning Diversity from Vanderbilt University



Wanda Perez, M.Ed.

Associate

Wanda is a results-driven educator with a laser focus on effective instruction. With experience across a number of schools and districts, she has served as a teacher, administrator and school board member. She has a well-rounded view of what works in schools and keen insight into what makes an effective educator.

- As a principal in Washington, DC led change in curriculum, talent management, bilingual program design, and school culture; her leadership resulted in 55 point gain in math and a 32 point gain in reading from 2007-2013, the highest reading gains in DC in 2012; 80% of students scored proficient on science state assessment, and the percent of students scoring at below basic decreased for 6 consecutive years.
- Selected to train resident principals as Mentor Principal for New Leaders for New Schools; presented and led session for The Achievement Network based on DC Bilingual's innovative professional development system
- Holds a Post-Graduate Certificate in Supervision and Administration from Johns Hopkins University and a Masters in Elementary Education from Towson University



Carolyn Reedom, Ed.D.

Associate

With over ten years of demonstrated success in dramatically improving the skills of educators, Carolyn is a highly sought-after consultant. In over two decades working as a principal and area superintendent in Clark County Schools, she built a track record that was second to none.

- Under her leadership two schools were ranked #1 in student achievement
- Opened another school that became the first in the district to be designated a High Achieving School by the State of Nevada
- Renowned area superintendent of the fifth largest school district in the nation
- Selected as a National Distinguished Principal by the U.S. Department of Education and the National Association of Elementary School Principals
- Her most coveted honor is an elementary school that was dedicated with her name in October, 2006 in Las Vegas, Nevada



Karen Smith, M.Ed.

Associate

Karen is a dedicated, goal-driven professional with over 15 years of leadership experience and teacher/manager development. Having been a teacher, principal, national leadership consultant, and Chief Academic Officer in turnaround schools, Karen is particularly skilled at leading and supporting others in changing culture and increasing outcomes that will yield dramatic results for children.

- High School Turnaround Principal – quickly turned around a low-performing DC Public School by building a positive academic focused school culture
- Experience serving in K-12 environments in traditional public, charter, and private schools
- Designed and led trainings on diversity, leadership, and educating boys of color
- Effectively coached, developed and managed principals and leadership teams



William T. Sprankles III, M.Ed.

Associate

William is an innovator with a remarkable journey in urban education. He has a dynamic background in which he experienced the strategic change process as teacher, coach, and administrator.

- Served as Executive Director of Teaching and Learning at a 6-12 Secondary Campus with over 3,000 students – notably Ohio's most diverse public school
- Led de-tracking and desegregation efforts of students in the mainstream curriculum, resulting in a 98% graduation rate for all students and multiple Excellent Ratings in the State of Ohio
- Served as an English Instructor, Department Chair, Varsity Soccer Coach and Lead-Teacher at a New Concept / Turnaround school – the first of any public school in Ohio to earn consecutive Excellent Ratings with over 90% of students from minority and poverty based households
- Recipient of prestigious Merlin G. Pope Award for Diversity Leadership in the City of Cincinnati, 2010.



Eyka Stephens, Ed.D.

Associate

As a teacher and reading specialist in Miami-Dade Public Schools, Eyka has seen first-hand the transformative potential of excellent teaching. A veteran of urban education, Eyka brings more than 15 years experience working in underserved communities. She has also served as a district-wide curriculum specialist and worked on a national level administering professional development programs. Educators who work with Eyka respond to her passion for improving teaching and find in her an advisor that knows not only what exceptional teaching looks like, but they also learn the specific steps required to make it happen.

- Served as Director of Instructional Services, National Urban Alliance
- Designed and implemented professional development programs across Miami-Dade Public Schools
- Recognized by the Miami-Dade Public School District, as well as local and national media outlets, for being an exceptional educator during her tenure as elementary teacher and reading specialist

- 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.

This work with the Center for Transformative Teacher Training (CTTT) will help Alliance increase student attendance and reduce rates of office referrals and suspensions by helping the school staff and administration to create a more focused academic environment where student behavior is addressed in an efficient, caring, and supportive way. Student attendance will improve, with more students attending school more than 95% of the time, because students will feel more supported by the caring relationships they have with the adults at school as a result of this work with CTTT. Office referrals and suspensions will decrease because teachers will have developed the skills needed to address student behavior in classes and build lines of open communication with students' families.

The Center for Transformative Teacher Training is dedicated to significantly improving the quality and culture of education for school-age children in traditionally underserved communities. Their organization will provide this unique, impactful approach to raise student engagement and achievement in OUSD schools.

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

- | | |
|---|--|
| <input checked="" 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 checked="" type="checkbox"/> Accountable for quality |
| <input checked="" 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: _____
- 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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/4/2015

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 Carmel Insurance Agency San Carlos 2 NW of 8th P.O. Box 6117 Carmel CA 93921-6117	CONTACT NAME: PHONE (A/C No. Ext): (831) 624-1234 FAX (A/C No.): (831) 624-4605 E-MAIL ADDRESS: jessicam@carmelinsurance.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: Fireman's Fund Insurance Co. NAIC # 0043 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #

COVERAGES **CERTIFICATE NUMBER:** CL14121501882 **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 <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			AZC80859568	12/17/2014	12/17/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AZC80859568	12/17/2014	12/17/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER Oakland Unified School District Attention: Risk Management Dept. 900 High Street Oakland, CA 94601	CANCELLATION 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 M Little, CIC/JLM 
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PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2015-2016



Basic Directions

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

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

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

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

OUSD Staff Contact Emails about this contract should be sent to: (required) Renee.McMearn@ousd.org

Contractor Information

Contractor Name	Center for Transformative Teacher Training	Agency's Contact	Jennifer Specht Ozanne
OUSD Vendor ID #	V061456	Title	Chief Financial and Operations Officer
Street Address	1559 Sloat Blvd., #B, Suite 326	City	San Francisco
Telephone	1-800-561-3073 Ext. 9	State	CA
		Zip	94132
		Email (required)	jozanne@cttt.com
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Worked as an OUSD employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	July 1, 2015	Date work will end	June 30, 2016	Other Expenses	
Pay Rate Per Hour (required)		Number of Hours (required)			

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
0000	Unres Instr. Interns	9441620101	5825	\$ 52,000.00
0005	Central Supp-Restor	9222233203	5825	\$ 31,610.00
	Pract SEL		5825	
Requisition No. (required)	R0160698/R0161663	Total Contract Amount	\$ 83,610.00	

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Curtiss Sarikey	Phone	(510) 273-1500	
	Site/Department (Name & #)	922/Community Schools and Student Services			Fax	(510) 273-1501
	Signature				Date Approved	
2.	Resource Manager , if using funds managed by:	<input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Partnerships and Student Services <input type="checkbox"/> Risk				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)					
	Signature				Date Approved	
	Signature (if using multiple restricted resources)				Date Approved	
3.	Network Superintendent/Deputy Network Superintendent					
	Signature				Date Approved	
4.	Chiefs / Deputy Chiefs	Consultant Aggregate	<input type="checkbox"/> Under <input type="checkbox"/> Over \$85,000			
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site					
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
	Signature				Date Approved	
5.	Superintendent, Board of Education Signature on the legal contract					
Legal	Required if not using standard contract	Approved	Denied - Reason	Date		
Procurement	Date Received	PO Number				