

Board Office Use: Legislative File Info.	
File ID Number	13-1019
Introduction Date	5/22/13
Enactment Number	13-0896
Enactment Date	5-22-13



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date 5-22-13
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Classroom Matters Berkeley CA (Contractor, City/State) -
950-State and Federal Programs for 732-St. Elizabeth High (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Classroom Matters Berkeley, CA. Services to be primarily provided to 950-State and Federal Programs for 732-St. Eli for the period of 09/01/2012 through 06/30/2013, in an amount not to exceed \$ 3,750.00.

Background
A one paragraph explanation of why an amendment is needed.

OUSD is required by federal law to allow private non-profit schools to participate in the OUSD Title 1 Part A Program. Schools that choose to participate are provided with "fair and equitable" Title I Part A services after they have complied with program requirements. After consultation with the private school to reach agreement on the type of instructional support services to be provided, the OUSD Private Schools Program administers the agreed upon Title I Part A Program instructional support services.

Discussion
One paragraph summary of the amended scope of work.

The consultant will provide supplemental instructional services for eligible and identified private school students. The consultant will focus on instruction that improves student academic achievement in the focus areas of English Language Arts and/or Mathematics. The instructional program will be implemented in such a way as to include a variety of effective instructional techniques and strategies.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Classroom Matters Berkeley, CA. Services to be primarily provided to 950-State and Federal Programs for 732-St. Eli for the period of 09/01/2012 through 06/30/2013, in an amount not to exceed \$ 3,750.00.

Fiscal Impact Funding resource name (please spell out) Title IA
not to exceed \$ 3,750.00

Attachments

- Contract Amendment
- Copy of original contract

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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 Classroom Matters (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 09/01/2012, 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:

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 \$ 3,750.00 to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is Twenty Four Thousand, Seven Hundred and Fifty dollars (\$24,750.00)

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

[Signature]
 President, Board of Education
 Superintendent or Designee
[Signature]
Edgar Hakestraw, Jr., Secretary
Board of Education
Date 5/23/13

CONTRACTOR

[Signature] 4/26/13
Contractor Signature Date
Lisa Miller, 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.

The consultant will provide supplemental instructional services for eligible and identified private school students. The consultant will focus on instruction that improves student academic achievement in the focus areas of English Language Arts and/or Mathematics. The instructional program will be implemented in such a way as to include a variety of effective instructional techniques and strategies.

SCOPE OF WORK

Classroom Matters _____ Berkeley will provide a maximum of 50.00 hours of services at a rate of \$ 75.00 per hour for a total not to exceed \$ 3,750.00. Services are anticipated to begin on 09/01/2012 and end on 06/30/2013.

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

Please see attached.

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

Title I, Part A provides supplementary instruction through a third-party contractor to students who are educationally disadvantaged and failing or are most at risk of failing to meet high academic standards, and who live in areas of high poverty. As a result of receiving Title I part A Program services, students attending this specific non-profit private school located in Oakland will improve their academic achievement as measured by the designated assessment instrument in the instructional area in which they received individual tutoring and/or small group supplemental support. The individualized supplemental support provided will result in a gain of academic skills by the targeted students and enable them to be more fully engaged and successful in school. These students will have improved school attendance which supports gains in performance in core academic areas and successful ongoing completion of successive grade levels which results in graduation from high school.

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

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

4. Alignment with 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.
-

Scope of Work AMENDMENT #1 2012-2013

Contractor Name: Classroom Matters
School Name: St. Elizabeth High School

Scope of Work:

Provide extended day support services to identified students in the Title I Program. Work with school staff to design supplemental instructional program for identified students. Provide extended support services in Reading Language Arts and/or Mathematics to identified students within the Title I Program. Consultants will work with students in small groups. Consultant will provide standards-based instructional support program to students. Consultant will work with other school staff to present compliant Annual Title I Program meeting for parents — and will also confers with parents as needed. Consultants will meet and confer with school classroom teachers in order to plan effective supplemental instruction for identified students.

Consultants will provide a maximum of 280 hours of service at a rate of \$75 per hour for a total not to exceed \$21,000.00

MODIFICATION: The consultants will provide an additional 50.0 hours of service at the rate of \$75.00 per hour for a new contract total not to exceed \$24,750.00

Activities:

- Academic Improvement Plan for identified students
- Schedule and description of services provided at school to students
- Record of students served and instruction provided
- Baseline assessment, ongoing assessments, examples of work, and post instruction assessment data on skills to be reinforced
- Summary report by June 15 on students' academic growth
- Documentation of Annual Title I Program meeting
- Documentation of review and approval of Home-School Compact by parents

Goals:

- Students showing progress based on initial and final assessments.
- Student improvement evidence on file
- Organized, efficient and effective program that addresses student needs
- Improved grades and test scores

EPLS

Excluded Parties List System

**Search Results Excluded By
Firm, Entity, or Vessel : classroom matters
as of 06-Sep-2012 11:25 AM EDT**

Your search returned no results.

EPLS

Excluded Parties List System

**Search Results Excluded By
Individual : Lisa Miller
State : CALIFORNIA
as of 06-Sep-2012 11:26 AM EDT**

Your search returned no results.



AMENDMENT ROUTING FORM

2012-2013

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.

- Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- 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.**
- 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) Mildred.Otis@ousd.k12.ca.us

Contractor Information

Contractor Name	Classroom Matters	Berk	Agency's Contact	Lisa Miller			
OUSD Vendor ID #	1001737		Title	Director			
Street Address	2434 Sacramento Street	City	Berkeley	State	CA	Zip	94702
Telephone	(510) 540-8646	Email	lisa@classroommatters.com				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 21,000.00	Original PO Number	P1301980		
Amended Amount	\$ 3,750.00	New Requisition #	R6317774		
New Total Contract Amount	\$ 24,750.00	Start Date	09/01/2012	End Date	06/30/2013
Pay Rate Per Hour (Required)	75.00	Number of Hours (Required)	50.00		

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
3010	Title IA	7324851101	5825	\$ 3,750.00
			5825	\$
			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.	Site Administrator or Manager	Name	Mildred Otis	Phone	5108791032	Fax	
	Site / Department	950-State and Federal Programs for 732-St. Elizabeth High					
	Signature				Date Approved	4-29-13	
2.	Resource Manager, if using funds managed by:	<input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships					
	Signature				Date Approved	4-29-13	
	Signature				Date Approved		
3.	Regional or Executive Officer						
	Signature				Date Approved		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
	Signature				Date Approved	4/30/13	
5.	Superintendent or Board of Education Signature on the legal contract						
Legal Required if not using standard contract		Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number	P1301980		

2725

