

Board Office Use: Legislative File Info.	
File ID Number	11-3137
Introduction Date	1-11-12
Enactment Number	12-0031
Enactment Date	1-11-12, 82



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 1-11-12
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Dorothy Courtney Oakland CA (Contractor, City/State) -
Sobrante Park Elementary School (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Dorothy Courtney. Services to be primarily provided to Sobrante Park Elementary School for the period of 11/14/2011 through 06/14/2012, in an amount not to exceed \$ 12,000.00 11/10/11 EK

Background This amendment to the 2nd Step Coordinator's contract requires an increase in its total amount in order to continue services to the end of the academic year.

A one paragraph explanation of why an amendment is needed.

Discussion The amendment #1 of a contract for services between Dorothy Courtney, Oakland, CA scope of work includes only an extension of the time of service through the period November 14, 2011 through June 14, 2012 increasing Not to Exceed Amount from 3,300 to 15,300. The services and specific outcomes remain in full force and effect.

One paragraph summary of the amended scope of work.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Dorothy Courtney. Services to be primarily provided to Sobrante Park Elementary School for the period of 11/14/2011 through 06/14/2012, in an amount not to exceed \$ 12,000.00.

Fiscal Impact Funding resource name (please spell out) Title I not to exceed \$ 12,000.00

Attachments

- Contract Amendment
- Copy of original contract

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OAKLAND UNIFIED SCHOOL DISTRICT

Commitment to Quality Learning

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and Dorothy Courtney (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on September 12, 2011, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work is unchanged. The scope of work 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:
Extend the time to provide services through June 2012. Services to be provided and specific outcomes remain unchanged.

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 6 months (days/weeks/months), and the amended expiration date is 06/14/2012.

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 \$ 12,000.00 to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is Fifteen Thousand, Three Hundred dollars (\$ 15,300.00)

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
María Santos 12-5-11
 President, Board of Education Date
 Superintendent or Designee
Edgar Rakestraw, Jr. _____
Secretary Date
Board of Education

CONTRACTOR
Dorothy Courtney 11-14-2011
Contractor Signature Date
Dorothy Courtney, 2nd Step Coordinator
Print Name, Title

Certified:
Edgar Rakestraw, Jr. 1/12/12
Secretary Date
Board of Education

LEGISLATIVE FILE
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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: 1
 - 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.
-

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 amendment #1 of a contract for services between Dorothy Courtney, Oakland, CA scope of work includes only an extension of the time of service through the period November 14, 2011 through June 14, 2012 increasing Not to Exceed Amount from 3,300 to 15,300. The services and specific outcomes remain in full force and effect.

SCOPE OF WORK

Dorothy Courtney will provide a maximum of 923.00 hours of services at a rate of \$ 13.00 per hour for a total not to exceed \$12,000.00. Services are anticipated to begin on 11/14/2011 and end on 06/14/2012.

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.

The contractor will provide essential safety services aligned to our SPSA. These services are important for maintaining a safe school environment, and for promoting academic achievement. Specifically, OUSD is purchasing the following services to meet Sobrante Park's needs:

- 1. To train student managers in conflict resolution; schedule assignments and conflict resolution sessions for students; and supervise conflict managers.
2. Implement Second Steps strategies into conflict resolution program
3. Collect and tally Second Step lessons taught by teachers
4. To organize student activities during recesses to minimize conflicts and discipline referrals.

The contractor will amend work hours to 5 days per week 7.5 hours a day. During this time, contractor will perform duties described above, with most of the time spent resolving conflicts (via conflicts mentors) of students referred by teachers and/or other conflict mentors.

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 contractor will support the school's safety mission by:

- 1. Recruiting and training 4th and 5th grade students as conflict managers
2. Developing schedules for conflict managers and for conflict sessions
3. Keep log of incidents and conflict resolutions
4. Provide this data to principal and teachers for analysis and response
5. Collect Second Step data from teachers (for lessons taught) and give it to the principal for analysis and response
6. Organize outdoor activities to help reduce conflict between students

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

State and Federal Compliance

SECTIONS 4 & 5: Academic and School Climate Action Plan

Sobrante Park I School Site # 164

MS

MAF

APPROVED October 28, 2011

Item #	Category	Priority/ Area	Intervention/ Action	Target Audience	Frequency	Resources	Cost	Responsible Party	Start Date	End Date	Notes	Amount	
												N/A	-\$18,000 amended amount
1		School climate	conflict resolution, 2nd Step strategies and lessons to curb bullying	All students	discipline referrals and	3010	Title 1	5825	Contracted Services/Contracts			N/A	\$12,000 amended amount
2		ELA	writing and research projects; writing in math and science; PD for teachers	All students in grades 2-5	Benchmark assessment	7090	EIA-Instruction	5825	Contracted services/consultants			N/A	\$18,000 amended amount

Department of State & Federal Programs

[Signature] Date 11/4/11

Sobrante Park Elementary

SSC Meeting

Junta del SSC

Posted 10/25/11

Anunciado 10/25/11

October 28, 2011

Octubre 28 del 2011

10:00 a.m.

Agenda

1. **Welcome and Quorum / *Bienvenida y Quorum***
2. **Election of Officers / *Elección de Oficiales***
 - **President/ *Presidente***
 - **Vice President/ *VicePresidente***
 - **DAC Representative/ *Representante***
 - **Secretary/ *Secretaria***
3. **Budget/SPSA Modifications / *Presupuesto/SPSA Modificaciones***
 - * **Writing Consultant / *Consultante de Escritura, EIA/SCE- \$18,000***
 - * **2nd Step and Conflict Res Consultant / *Consultante de 2nd Step y Resolucion de Conflictos, T1, \$12,000***
 - * **Refreshments for SSC / *Comida SSC, T1, \$1,300***
4. **Safety Plan / *Plan de Seguridad***
 - * **Review and discuss / *Revisar y discutir***
 - * **Approve Safety Plan/ *Aprobar el Plan de Seguridad***
5. **Parent Concerns / *Pendientes de Padres***
6. **Public Comments / *Comentarios Públicos***



School Site Council Meeting Sign-In

School Sobrante Park

Date _____

Printed Name	Signature	Elected staff	Elected Parent or Comm.	Student Rep (hs, ms)	Other Attendee/member
Danna Outing	<i>Danna Outing</i>				
Michelle Stokes	<i>Michelle Stokes</i>		✓		
Lamar Buckley	<i>Lamar Buckley</i>				
MAXINE JACKSON	<i>Maxine Jack.</i>		✓		
Debbie Lee	<i>Debbie Lee</i>				
NAOMI BURKS	<i>Naomi Burks</i>		X		
Lamar Buckley	_____		_____		
Marco A. Franco	<i>Principal</i>				
Richard Gray	<i>Richard Gray</i>				
Tasha Graves	<i>Tasha Graves</i>		✓		
Asim Williams	<i>Asim Williams</i>		✓		

School Site Council Minutes

(School Site Council, English Learner Council, School Advisory Council)

School Sobranite Park

Date Nov 1, 2002

Quorum Number in Bylaws _____

Roll Call/Quorum Present: Yes No

Reading and Approval of Minutes

If yes, list any necessary additions/corrections:

Summary of Discussions/Decisions on Mandated Agenda Topic: School Plan Review, Budget update review, program review, parent involvement and education activities (attach additional pages if necessary)

Meeting started at 10:05 am. Mr. Franco opened the meeting and welcomed everyone.

After introductions, Mr. Franco explained that SSC needed new leadership elected since Debbie, the former president, moved away. Franco started w/ nomination for Pres.

Michelle nominates Naomi, Seconded by Donna. Passes unanimously 7-0.

Naomi nominates Ms. Bulls for VP.

Seconded by Michelle. Passes unanimously 7-0. Tasha nominated for secretary by Ms. Bulls. 8-0 unanimous vote.

Mr. Franco then passed ballots for new members. Franco congratulated new officers and members.

Franco explained the need to modify 2 contracts (Mr. Dieheim - Writing Coach and Mr. Courtney - 2nd Step Coordinator) that

Summary of District Advisory Council (District English Learner Council) Report by Representative:

were approved last year, but year started w/ insufficient funding. Budget modifications have been loaded & thus contracts adjusted to original amounts. SSC passed all budget modifications,

Other Business/Announcements (at SSC meeting, SAC report if applicable)
(at SAC meeting SSC report if applicable)

including money for refreshments, with a unanimous vote. SSC members agreed to meet 3rd Friday of each month at 9:00 am. Safety Plan review and approval tabled until Dec 2011. Meeting adjourned at 10:55 am.

Adjournment

Principal's signature Maw A. Lino Secretary's signature _____

Chairperson's signature _____

KK NOV 15

RECEIVED
NOV 14 2011
By [Signature]

**PROFESSIONAL SERVICES CONTRACT
AMENDMENT ROUTING FORM 2011-2012**

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 contract.
- 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 is changing)
- Copy of original contract

OUSD Staff Contact Emails about this contract should be sent to: _____

Contractor Information

Contractor Name	Dorothy Courtney	Agency's Contact			
OUSD Vendor ID #	I003324	Title	2nd Step Coordinator		
Street Address	2009 84th Ave	City	Oakland	State	CA Zip 94605
Telephone	(510) 754-8254	Email	dorothycourtney44@yahoo.com		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 3,300.00	Original PO Number	P1202217		
Amended Amount	\$ 12,000.00	New Requisition #	R0202305		
New Total Contract Amount	\$ 15,300.00	Start Date	11/14/2011	End Date	06/14/2012

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 I	1544850101	5825	\$ 12,000.00
			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.

1.	Site Administrator or Manager	Name	Marco Franco	Phone	5106367919	Fax	5106367920
	Site / Department	Sobrante Park Elementary School					
2.	Signature	[Signature]				Date Approved	11.14.2011
	Resource Manager , if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature	[Signature]				Date Approved	11/14/11
3.	Regional or Executive Officer						
	Signature	[Signature]				Date Approved	11/17/11
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	<input type="checkbox"/> Consultant Aggregate Under \$50,000					
	Signature	[Signature]				Date Approved	12-5-11
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	P1202217	

1481

Board Office Use: Legislative File Info.	
File ID Number	11-2558
Introduction Date	10-17-11
Enactment Number	11-2258
Enactment Date	10-26-11 <i>AD</i>



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Quality Schools, Thriving Students

Memo

To The Board of Education

From Tony Smith, Ph.D., 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) 10-26-11

Subject Professional Services Contract -
Dorothy Courtney Oakland CA (contractor, City State)
Sobrante Park (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Dorothy Courtney. Services to be primarily provided to Sobrante Park for the period of 09/12/2011 through 11/09/2011.

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

A 2nd Step Coordinator is needed to teach and help students resolve problems, identify bullying trends, and communicate these trends to principal and teachers in order to address them directly and through PD. The school also needs support in the implementation and record-keeping of Second Step Violence Prevention Program. This is in alignment to the school's SPSA. Over the last several years, we've seen a decrease in discipline referrals.

Discussion
One paragraph summary of the scope of work.

1. To train student managers in conflict resolution; schedule assignments and conflict resolution sessions for students; and supervise conflict managers
2. Implement Second Steps strategies into conflict resolution program
3. Collect and tally Second Step lessons taught by teachers
4. To organize student activities during recesses to minimize conflicts and discipline referrals.

Recommendation Ratification of professional services contract between Oakland Unified School District and Dorothy Courtney. Services to be primarily provided to Sobrante Park for the period of 09/12/2011 through 11/09/2011.

Fiscal Impact Funding resource name (please spell out) Tier 3 - TIIG
 not to exceed \$ 3,300.00

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

Board Office Use: Legislative File Info.	
File ID Number	11-2558
Introduction Date	10-17-11
Enactment Number	11-2258
Enactment Date	10-26-11



OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2011-2012

This Agreement is entered into between the Oakland Unified School District (OUSD) and Dorothy Courtney (CONTRACTOR). 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 described in Exhibit "A," attached hereto and incorporated herein by reference ("Services" or "Work").
- Terms:** CONTRACTOR shall commence work on 09/12/2011, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 11/09/2011.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Three thousand three hundred Dollars (\$ 3,300.00). 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 the 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.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 - Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- 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 \$ 0.00.
- 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.

- 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: Marco A Franco
Site /Dept.: Sobrante Park
Address: _____
Oakland, CA
Phone: (510) 636-7919

CONTRACTOR:

Name: Dorothy Courtney
Title: 2nd Steo Coordinator
Address: 2009 84th Ave
Oakland CA 94621
Phone: (510) 706-3434

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. 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.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and a statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

9. 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.

10. Insurance:

- 1 Commercial General Liability Insurance: 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.

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

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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.
14. **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 drugs on these sites.
15. **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.
16. **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.
17. **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.
18. **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.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 1. **Tuberculosis Screening**
 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.

Contractor initial: D.C.

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

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the 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).

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.

- 1. To train student managers in conflict resolution; schedule assignments and conflict resolution sessions for students; and supervise conflict managers
2. Implement Second Steps strategies into conflict resolution program
3. Collect and tally Second Step lessons taught by teachers
4. To organize student activities during recesses to minimize conflicts and discipline referrals.

SCOPE OF WORK

Dorothy Courtney will provide a maximum of 253.00 hours of services at a rate of \$ 13.00 per hour for a total not to exceed \$3,300.00. Services are anticipated to begin on 09/12/2011 and end on 11/09/2011.

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.

The contractor will provide essential safety services aligned to our SPSA. These services are important for maintaining a safe school environment, and for promoting academic achievement. Specifically, OUSD is purchasing the following services to meet Sobrante Park's needs:

- 1. To train student managers in conflict resolution; schedule assignments and conflict resolution sessions for students; and supervise conflict managers
2. Implement Second Steps strategies into conflict resolution program
3. Collect and tally Second Step lessons taught by teachers
4. To organize student activities during recesses to minimize conflicts and discipline referrals.

The contractor will work 5 days per week, 6 hours per day. During this time, contractor will perform duties described above, with most of the time spent resolving conflicts (via conflict mentors) of students referred by teachers and/or other conflict mentors.

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 contractor will support the school's safety mission by:

- 1. Recruiting and training 4th and 5th grade students as conflict managers
2. Developing schedules for conflict managers and for conflict sessions
3. Keep log of incidents and conflict resolutions
4. Provide this data to principal and teachers for analysis and response
5. Collect Second Step data from teachers (for lessons taught) and give it to the principal for analysis and response
6. Organize outdoor activities to help reduce conflict between students

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.
-

Dorothy V. Courtney

Objective To obtain a challenging position utilizing my experience and skills, with an organization that offers opportunities for professional growth and advancement based on demonstrated contribution and achievement.

Experience 2004 - Present Sobrante Park Elementary School Oakland, CA

Parent Volunteer

- Assist Office Staff with Clerical Duties
- Works closely with Campus Security to lend support
- School Site Council Vice-President

2002 - 2004 DC Capital Funding Dublin, CA

Loan Processor

- Provided excellent customer service
- Processed Various Loans
- Suggested new products that increased earnings

2000 - 2001 Providian Financial Pleasanton, CA

Customer Service Representative

- Provided excellent customer service
- Set up, monitor and closed charge accounts
- Suggested new products that increased earnings

1997 - 1999 Intern Temporary Staffing Hayward, CA

Warehouse Worker

- Various warehouse assignments as needed
- Packaging
- Shipping and Receiving

Education 1990 - 1994 Mt. Eden High School Hayward, CA

High School Diploma

Interests Working with children, customer service

References References are available on request.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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 has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist	<input checked="" type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
	<input checked="" type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years
	<input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant)
	<input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured
	<input type="checkbox"/> For All Consultants with employees: Proof of workers compensation insurance

OUSD Staff Contact *Emails about this contract should be sent to:* marco.franco@ousd.k12.ca.us

Contractor Information

Contractor Name	Dorothy Courtney	Agency's Contact					
OUSD Vendor ID #	1003324	Title	2nd Step Coordinator				
Street Address	2009 84th Ave	City	Oakland	State	CA	Zip	94621
Telephone	(510) 706-3434	Email					
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	09/12/2011	Date work will end	11/09/2011	Other Expenses	0.00
Pay Rate Per Hour (required)	\$ 13.00	Number of Hours	253.00	Total Contract Amount	\$ 3,300.00

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
0522	Tier 3 - TIIG	1541606161	5825	\$ 3,300.00
			5825	\$
			5825	\$
Requisition No.	R0201128		Total Contract Amount	\$ 3,300.00

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.epis.gov/epis/search.do>)

1.	Administrator / Manager (Originator)	Name	Marco A Franco	Phone	(510) 636-7919
	Site / Department	Sobrante Park		Fax	(510) 636-7920
	Signature	<i>Marco A. Franco</i>		Date Approved	<i>August 31, 2011</i>
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	
3.	Regional Executive Officer				
	<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				
4.	Signature	<i>Maria Winters</i>		Date Approved	<i>9-18-11</i>
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000				
	Superintendent, Board of Education <i>Signature on the legal contract</i>				
Legal Required if not using standard contract		Approved	Denied - Reason	Date	
Procurement	Date Received	PO Number		<i>P1202217</i>	

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