

**Board Office Use: Legislative File Info.**

File ID Number	13-1133
Introduction Date	6/12/13
Enactment Number	13-0993
Enactment Date	6/12/13 <i>ol</i>



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community 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)*

\_\_\_\_\_

**Subject**

Professional Services Contract -  
Youth Uprising \_\_\_\_\_ Oakland \_\_\_\_\_ Ca \_\_\_\_\_ (contractor, City State)  
\_\_\_\_\_ Castlemont High School \_\_\_\_\_ (site/department)

**Action Requested**

Approval of a professional services contract between Oakland Unified School District and Youth Uprising \_\_\_\_\_. Services to be primarily provided to \_\_\_\_\_ Castlemont High School \_\_\_\_\_ for the period of 02/01/2013 through 06/15/2013.

**Background**

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

Castlemont, in partnership with Youth Uprising, seeks to provide an alternative intervention for inappropriate student behavior that reduces out of school suspensions (OSS), which deny students instruction, exacerbate the drop-out risk of affected students, and leave students unsupervised in the community during school hours. Development of an ISS Program will provide students with the opportunity to continue their regularly assigned academic work, receive counseling regarding the behavior which led to suspension, and to receive a punitive yet constructive consequence for inappropriate behavior. An effective program teaches appropriate behavior, changes unwanted behavior, and includes the following components: (continues next pg)

**Discussion**

*One paragraph summary of the scope of work.*

A contract for services between Castlemont High School and Youth Uprising from Oakland, CA, for the later to provide In School Suspension (ISS) Program. The ISS program will include:  
Core content using coursework provide by teachers  
One-on-one support to students to complete assigned coursework activities  
Provide intervention for non-compliant students  
(see full scope of work enclosed)  
through the period Feb 1, 2013 through June 15, 2013, in an amount not to exceed \$12,500.00

**Recommendation**

Approval of professional services contract between Oakland Unified School District and Youth Uprising \_\_\_\_\_. Services to be primarily provided to \_\_\_\_\_ Castlemont High School \_\_\_\_\_ for the period of 02/01/2013 through 06/15/2013.

**Fiscal Impact**

Funding resource name (please spell out) Title I \_\_\_\_\_  
\_\_\_\_\_ not to exceed \$12,500.00

**Attachments**

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

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OAKLAND UNIFIED  
SCHOOL DISTRICT

### PROFESSIONAL SERVICES CONTRACT 2012-2013

This Agreement is entered into between the Oakland Unified School District (OUSD) and Youth Uprising (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:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 02/01/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 06/15/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Twelve thousand five hundred 00/100 Dollars (\$12,500.00). 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: none.

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:* none 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.



**OUSD Representative:**

Name: John Lynch  
Site /Dept.: Castlemont High School  
Address: 8601 MacArthur Blvd  
Oakland, CA 94605  
Phone: 639-1466

**CONTRACTOR:**

Name: Ali Knight  
Title: Chief of Programs  
Address: 8711 MacArthur Blvd.  
Oakland Ca 94605  
Phone: (510) 777-9949

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: AK

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).



- 22. **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.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.  
  
CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.  
  
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **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.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District'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.
- 28. **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.
- 29. **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.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/epls/search.do>)

**Summary of terms and compensation:**

Anticipated start date: 02/01/2013 Work shall be completed by: 06/15/2013 Total Fee: \$12,500.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent or Designee

[Signature]  
Secretary, Board of Education

6/13/13  
Date

6/13/13  
Date

CONTRACTOR

[Signature]  
Contractor Signature

Ali Knight  
Print Name, Title

4/19/13  
Date

Chief of Programs

File ID Number: 13-1133  
 Introduction Date: 6/12/13  
 Enactment Number: 13-0993  
 Enactment Date: 6/12/13  
 By: [Signature]

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.

A contract for services between Castlemont High School and Youth Uprising from Oakland, CA, for the later to provide In School Suspension (ISS) Program. The ISS program will include:

- Core content using coursework provide by teachers
One-on-one support to students to complete assigned coursework activities
Provide intervention for non-compliant students
(see full scope of work enclosed)

through the period Feb 1, 2013 through June 15, 2013, in an amount not to exceed \$12,500.00

SCOPE OF WORK

Youth Uprising will provide a maximum of 312.50 hours of services at a rate of \$ 40.00 per hour for a total not to exceed \$12,500.00. Services are anticipated to begin on 02/01/2013 and end on 06/15/2013.

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.

- Deliver core content using coursework provided by teachers; provide skill building, e.g. CAHSEE Prep, Study Skills.
Provide one-on-one support to students to complete assigned coursework.
Facilitate Life Skills/Self Reflection activities.
Provide intervention for non-compliant students.
Enters attendance daily for students attending ISS.
Receives referrals; gathers work from teachers; provides technical support.

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.

The goals of the Castlemont and YU In-School Suspension (ISS) Program are as follows:

- 1. To reduce Out Of School Suspensions (OSS);
2. To hold students accountable for inappropriate behavior;
3. To ensure students receive continued academic instruction, with support;
4. To provide opportunities for student self-reflection and rehabilitation.

Target Population

Students are referred to ISS as an alternative for offenses that would normally warrant OSS. Students are.. (see enclosed additional information)

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

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



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

Please select:

**Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: \_\_\_\_\_

**Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
  2. Meeting announcement for meeting in which the SPSA modification was approved.
  3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
  4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/9/2012

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).

<b>PRODUCER</b> Property & Casualty East Bay Branch Vantage Insurance Services 2363 Mariner Square Dr., # 240 Alameda CA 94501	<b>CONTACT NAME:</b> Paul White <b>PHONE (A/C No. Ext):</b> (510) 595-0904 <b>E-MAIL ADDRESS:</b> paulw@vantagebss.com		<b>FAX (A/C No.):</b> (510) 522-1906													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Philadelphia Insurance</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>			INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Insurance		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER C:																
INSURER D:																
INSURER E:																
INSURER F:																
<b>INSURED</b> Youth Uprising, DBA: Youth Uprising 8711 MacArthur Blvd. Oakland CA 94605																

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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	ADDITIONAL INSURER	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			PHPK85349	05/11/2012	05/11/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Professional Liability			PHPK854349	05/11/2012	05/11/2013	MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Employee Dishonesty			PHPK854349	05/11/2012	05/11/2013	PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COM/POP AGG \$ 3,000,000
							Employee Dishonesty \$ 50,000
A	<b>AUTOMOBILE LIABILITY</b>						
	<input checked="" type="checkbox"/> ANY AUTO			PHPK854349	05/11/2012	05/11/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident) \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				WC STATUTORY LIMITS
	If yes, describe under DESCRIPTION OF OPERATIONS below						OTHER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	<b>Directors &amp; Officers Liability</b>			PHDS727349	05/11/2012	05/11/2013	\$1,000,000/\$2,000,000

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

For Additional Insured, see Endorsement CG2010

### CERTIFICATE HOLDER

Oakland United School District  
1025 Second Street  
Oakland, CA 94606-2212

### 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

Paul L. White



POLICY NUMBER: **PHPK85349**

**COMMERCIAL GENERAL LIABILITY**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES OR  
CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

**SCHEDULE**

**Name of Person or Organization:**

**Oakland United School District**

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

**WHO IS AN INSURED** (Section II is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/4/2013

**PRODUCER**

OSORIO INSURANCE AGENCY  
P.O. BOX 430  
PITTSBURG, CA 94565  
925-432-1810

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURED**

YOUTH UPRISING  
8711 MACARTHUR BLVD  
OAKLAND, CA 94605  
510-777-9909

**INSURERS AFFORDING COVERAGE**

**NAIC#**

INSURER A: NEW YORK MARINE & GENERAL INSURANCE COMPANY  
INSURER B:  
INSURER C:  
INSURER D:  
INSURER E:

**COVERAGES**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DISR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMSMADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMSMADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC201200001674	06/05/12	06/05/13	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ALL CALIFORNIA OPERATIONS

**10 DAY NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM**

**CERTIFICATE HOLDER**

OAKLAND UNIFIED SCHOOL DISTRICT  
1025 SECOND STREET  
OAKLAND CA 94606

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



# CASTLEMONT HIGH SCHOOL

## In School Suspension (ISS) Program

### Introduction

Castlemont, in partnership with Youth Uprising, seeks to provide an alternative intervention for inappropriate student behavior that reduces out of school suspensions (OSS), which deny students instruction, exacerbate the drop-out risk of affected students, and leave students unsupervised in the community during the school day. Development of an ISS Program will provide students with the opportunity to continue their regularly assigned academic work, receive counseling regarding the behavior which led to suspension, and to receive a punitive yet constructive consequence for inappropriate behavior. An effective program teaches appropriate behavior, changes unwanted behavior, and includes the following components:

- Academic Instruction and Support
- Behavior Assessment and Rehabilitation
- Constructive Supervision
- Follow-Up
- Parent Involvement
- Evaluation to Assess ISS Effectiveness

### Program Goals

The goals of the CHS/YU In-School Suspension (ISS) Program are as follows:

1. To reduce Out Of School Suspensions (OSS);
2. To hold students accountable for inappropriate behavior;
3. To ensure students receive continued academic instruction, with support;
4. To provide opportunities for student self-reflection and rehabilitation.

### Target Population

Students are referred to ISS as an alternative for offenses that would normally warrant OSS. Students are not referred for minor classroom offenses.

### Program Structure

#### *Staff*

Role	Who	Duties
<b>**Certificated Teachers (2)</b>	T. Omatete L. Paris	Deliver direct services and academic intervention that supports academic improvement in core curriculum to students that have been referred to ISS. ISS teachers supervise students comply with coursework provided by teachers; e.g. CAHSEE Prep, Study Skills.

<b>Academic Tutors (2)</b>	TBD	Provide one-on-one support to students to complete assigned coursework.
<b>Counseling Staff</b>	RJOY Coordinator YU Case Managers YU Career Coaches	Facilitate Life Skills/Self Reflection activities.
<b>Intervention Staff</b>	180 Degrees Mentor AmeriCorps Mentor	Provide intervention for non-compliant students who have been referred to ISS..
<b>**ISS Attendance Clerk</b>	<i>N. Ospina</i>	<i>** Manages attendance log for students attending ISS.</i>
<b>ISS Coordinator</b>	M. Scott (Interim)	Gathers work from teachers; provides technical support.

**Schedule:** Beginning early Spring Semester 2013, ISS will occur from 8:25am to 3:25pm, mirroring the regular school day, according to the following schedule:

<b>Time</b>	<b>Program Component</b>	<b>Description</b>	<b>Facilitators</b>
<b>8:25 – 9:00</b> (8:25 – 9:00) *	Restorative Check-In Circle	Students will have a morning check-in circle daily to establish the tone for the day, and to allow students to reflect verbally on the behavior that led to ISS.	K. Bryant N. Eason
<b>9:00 – 11:00</b> (9:00 – 10:30)	Core Curriculum	Students come with work from their regular classes. Instructors and tutors assist students to complete assignments. Students who show up without work will be assigned skill building activities.	Certificated Teachers (Rotating: Omatete, Laurie, Add'l.)
<b>11:00 – 12:30</b> (10:30 – 11:30)	Life Skills/Self Reflection	Students will reflect in writing on the behavior which led to suspension. With an emphasis on restorative practices, staff will engage students in reflective thinking and activities designed to identify root causes of the behavior and alternative strategies for resolving similar issues in the future.	RJOY Coordinator, YU Case Managers, YU Career Coaches (K. Bryant, C. Oakes, N. Eason)
<b>12:30 – 1:00</b> (11:30 – Noon)	Lunch	Students eat bag lunch, provided by the school cafeteria, on site at ISS.	Staff
<b>1:00 – 2:30</b> (Noon – 12:50)	Core Curriculum/Skill Building	Students continue to work on assignments from their regular classes, OR participate in skill building activities facilitated by teachers and tutors.	Certificated Teacher YU Education Staff (Rotating: Omatete, Laurie, Add'l.)
<b>2:30 – 3:25</b> (12:50 – 1:20)	Community Service	Students complete a mandated community service project, e.g. campus beautification, office support, or other appropriate tasks.	180 Degrees, AmeriCorps, BUILDOn, Youth Together

*\*(Times in parentheses represent the Wednesday schedule.)*



**\*\*Attendance:** Students assigned to ISS report directly to ISS at 8:25 on their first day of suspension. Log of students referred to ISS information is provided to the ISS Attendance Clerk at the end of each day of ISS to ensure attendance logs are accurately maintained.

**Physical Space:** ISS will be located in (TBD, P-3, P-4, or YU). The ISS room will be furnished with individual desks, rather than tables, to minimize socializing among students assigned to ISS, and to create a highly structured environment. Wall postings should be minimal, reflecting primarily the Castle Core Values, and other positive messages. The following instructional materials and supplies should be maintained in the ISS room at all times:

- Textbooks (3) for EACH subject offered at CHS
- Lined Paper, Pencils, Pens, Highlighters, Markers, Post-Its
- Dictionaries, Thesauruses
- Writing Rubric, Writing Scaffolds
- Self-Reflection Forms
- Computers (3-4, used exclusively to complete assigned coursework).

**Lunch:** Students will eat bag lunches in ISS. The ISS Coordinator will provide a daily request for bag lunches to the Cafeteria Manager. Lunches will be delivered to the ISS Room.

**Expectations:** ISS rules mirror those of the school, and students are expected to adhere to the same behavior expectations, including the tardy policy. ISS staff will follow the procedure outlined below for students who are non-compliant in ISS:

1. Firm warning of additional consequences if misbehavior continues.
2. Hallway Talk to remind students of expected behavior.
3. Request support from Case Managers or other intervention staff.
4. Final warning of potential OSS if misbehavior continues.
5. Parent phone call to request support in bringing about compliant behavior.
6. Referral to administration for potential OSS.

**Referrals:** In order to ensure that students are appropriately referred to ISS, staff must receive clear guidelines for referrals, specifically stating the offenses which warrant an ISS referral. Referrals to ISS are made by administrators only, after ensuring that other means of correcting have been attempted and proven ineffective. To maintain an effective adult to student ratio, no more than 12 students at a time should be assigned to ISS. The referral process adheres to the following steps:

Step 1: Student is referred to an administrator for behavior infraction.

Step 2: Administrator reviews student's discipline history and interventions.

Step 3: Administrator contacts parent to discuss student's behavior and intervention options.

Step 4: Administrator completes ISS Referral Form via Google Doc

Step 5: ISS Coordinator retrieves referrals from Google Doc, and provides a list of assigned students daily to ISS Teacher. (Google Doc is also accessible to Teacher.)

Step 5: Student's teachers are informed by administrator of ISS referral and requested to provide assignments for the duration of the student's stay in ISS.

Step 6: Teachers provide assignments and ISS Assignment Form to ISS Coordinator.

**Re-Integration:** Following a students' stay in ISS, all completed assignments are returned by the student to the student's teachers. The student returns to his regularly scheduled classes. If Program Staff determines that students need additional services to support successful reintegration, Staff will do one of the following:

- a) For urgent issues, forward a Reintegration Referral to the appropriate RJOY Dean, who will conduct a reintegration conference with the student and his caregivers, as appropriate, prior to his return to class;
- b) For non urgent issues, complete a Universal Referral or CARE Referral as appropriate, and forward it to the Community Schools Director, immediately following the student's release from ISS to ensure timely intervention.

## Budget

BUDGET ITEM	COST	FUNDING SOURCE
<b>Certificated Teacher (2)</b>	20K Each (\$40/hour) = 40K	Youth Uprising (1) Castlemont (1 @ 10K)
<b>Academic Tutors (2)</b>	5K Each (\$20/hour) = 10K	Youth Uprising (1) Castlemont (1 @ 2.5K)
IN-KIND SUPPORT		
<b>Counseling Staff</b>		Youth Uprising
<b>Intervention Staff</b>		180 Degrees Mentoring AmeriCorps Mentoring
<b>ISS Attendance Clerk</b>		Castlemont
<b>ISS Coordinator</b>		Castlemont/Youth Uprising

## Follow-Up and Evaluation

In order to ensure ISS is effective in changing students' unwanted behavior, a system for evaluating the program must be in place. The following data points and key questions related to ISS should be considered:

Data Points	Key Questions
<b>Academics</b>	<ul style="list-style-type: none"> <li>• To what degree are students completing assigned class work?</li> <li>• Are academic support staff's skills aligned with student academic needs?</li> </ul>



<b>Rehabilitation</b>	<ul style="list-style-type: none"> <li>• Are students consistently given opportunities for deep self-reflection?</li> <li>• Are students provided with specific strategies to avoid inappropriate behavior?</li> </ul>
<b>Discipline</b>	<ul style="list-style-type: none"> <li>• What is the recidivism rate for ISS students?</li> <li>• Following ISS, is there an increase/decrease in referrals for similar offenses?</li> </ul>
<b>Demographics</b>	<ul style="list-style-type: none"> <li>• Are referrals to ISS demographically proportionate to the school's population?</li> </ul>
<b>Structure</b>	<ul style="list-style-type: none"> <li>• Is the referral process organized and efficient?</li> </ul>

Data should be collected and evaluated by administration and the ISS team at the end of each marking period to determine whether modifications to the program structure are necessary. Doing so will ensure the ISS Program meets the identified goals of the program.

SUPPORT YOUTH UPRISING

MAKE A DONATION

HOME ABOUT US PROGRAMS IMPACT ISSUES & RESPONSES GET INVOLVED MEMBERSHIP VISUALS CONTACT

OUR VIDEOS



HIRE YOUTH SERVICES

- YU Count
- YU Work
- YU Create
- Corner's Cafe

2011 IMPACT

<b>1,900</b> TOTAL YOUTH SERVED	<b>5,060</b> VISITS TO YU/CASTLEMONT HEALTH CLINIC
<b>200</b> YOUTH PLACED IN JOBS	<b>1.6M</b> HITS ON YU MEDIA'S YOUTUBE CHANNEL

Welcome

Youth UpRising (YU) is a 25,000 sq. ft., state-of-the-art transformation center in the heart of East Oakland dedicated to community transformation powered by the leadership of youth. We achieve this mission through a three-pronged approach:

- Personal Transformation** which is supported by programs that focus on addressing the critical needs of young people, including education and career advising, health and wellness services, case management and culturally relevant programming that encourage creativity and civic engagement.
- Systems Change** which is attained by involvement in the development of policy work that effects change in the distribution of resources and service delivery approach for programs that affect youth and their communities.
- Community Economic Development** which is driven by directing the flow of private and public capital towards creating community assets and wealth; and increasing long-term labor force attachment by building education, workforce development, and job creation strategies that align with market trends.

In 2011, 1,900 unduplicated youth participated in YU's programs. Survey results found:

- 65% reported that YU provided them with consistent guidance and emotional support;
- 77% developed long-term plans related to career/education;
- 82% started using non-violent methods to resolve conflicts and disagreements.

YU in the News

- 03.20.2013  
YU Spring 2013 Newsletter  
Youth UpRising
- 01.21.2013  
In Honor of Obama Inauguration, Spoken Word Artist Conjures Power of 'Change'  
PBS
- 01.21.2013  
Obama's Black America  
HUFFPOST Live

More .

Support Youth Uprising

Upcoming Events

Join Our Newsletter

Our Programs



CAREER & EDUCATION



HEALTH & WELLNESS



ARTS & EXPRESSION



CIVIC ENGAGEMENT

Home About us Programs Impact Issues & Responses Get involved Membership Visuals Contact

© 2010-2011 Youth Uprising. 8711 MacArthur Blvd. Oakland, CA. 94605. (P)510.777.9909 (F)510.777.9949

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IE 7 and later, Mozilla Firefox 3.x, Safari 4.0 and later, Chrome 10.0.  
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YOUTH UPRISING  
DUNS: 16695915    SIC Code: 8426  
Status: Active

YOUTH UPRISING  
DUNS: 16695915    SIC Code: 8426  
Status: Active

**Entity Overview**

Entity Information

**Name:** YOUTH UPRISING  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:**06/18/2013

Exclusions

**Active Exclusion Records?** No

SAM | System for Award Management 1.0

IBM v1.821.20130326-0005

WWW1

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



MAY 09 2013  
 16  
 Ret'd to site

APR 29 2013  
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**PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013**

**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 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 individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
	<input type="checkbox"/>	For individual consultants: Proof of negative tuberculosis status within past 4 years.
	<input checked="" type="checkbox"/>	For All Consultants: Results page of the Excluded Party List ( <a href="https://www.epls.gov/epls/search.do">https://www.epls.gov/epls/search.do</a> )
	<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 checked="" type="checkbox"/>	For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

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

**Contractor Information**

Contractor Name	Youth Uprising	Agency's Contact	Ali Knight
OUSD Vendor ID #	V055842	Title	Chief of Programs
Street Address	8711 MacArthur Blvd.	City	Oakland
Telephone	(510) 777-9949	State	Ca
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zip	94605
		Email (required)	lhaynes@youthuprising.org
		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	02/01/2013	Date work will end	06/15/2013	Other Expenses	\$0.00
Pay Rate Per Hour (required)	\$ 40.00	Number of Hours (required)	312.50		

**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	301 4850 121	5825	\$ 12,500.00
			5825	\$
			5825	\$

Requisition No. (required)	R0315223	Total Contract Amount	\$ 12,500.00
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**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.epls.gov/epls/search.do>)

1.	<b>Administrator / Manager (Originator)</b>	Name	John Lynch	Phone	639-1466
	Site / Department	Castlemont High School	Fax	639-4506	
2.	Signature	<i>[Signature]</i>		Date Approved	
	<b>Resource Manager, if using funds managed by:</b> <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	Signature	<i>[Signature]</i>		Date Approved	5/15/13
3.	<b>Regional Executive Officer</b>				
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site				
4.	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>[Signature]</i>		Date Approved	5-20-13
5.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b> Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000				
	Signature	<i>[Signature]</i>		Date Approved	5-30-2013
Signature on the legal contract					
<b>Legal Required if not using standard contract</b>		Approved	Denied - Reason	Date	
<b>Procurement</b>	Date Received		PO Number		

2665

