

Board Office Use: Legislative File Info.	
File ID Number	13-0591
Introduction Date	5-8-13
Enactment Number	13-0729
Enactment Date	5/8/13



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

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

Board Meeting Date 5/8/13
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 2
Lacksana Peters San Leandro CA (Contractor, City/State) -
950/State & Federal Compliance (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Lacksana Peters. Services to be primarily provided to 950/State & Federal Compliance for the period of 11/01/2012 through 06/30/2013, in an amount not to exceed \$ 11,200.00.

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

Lacksana Peters possesses expertise in the Private Schools Operations and Systems, and using IFAS to support mission critical functions within OUSD. OUSD desires assistance from Ms. Peters to facilitate the transition of the Technical Services Assistant resignation and the development of the Private School Specialist Position.

Discussion
One paragraph summary of the amended scope of work.

Lacksana will continue to provide training and support for the transitioning Office of State and Federal Compliance Technical Assistant with understanding and implementing all of the basic processes for the OUSD Private Schools Program. She will provide an additional 280 hours of service at the rate of \$40.00 per hour for a new contract total not to exceed \$38,200.00.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Lacksana Peters. Services to be primarily provided to 950/State & Federal Compliance for the period of 11/01/2012 through 06/30/2013, in an amount not to exceed \$ 11,200.00.

Fiscal Impact Funding resource name (please spell out) IASA-Title I
not to exceed \$ 11,200.00

Attachments

- Contract Amendment
- Copy of original contract

Board Office Use: Legislative File Info.	
File ID Number	13-0591
Introduction Date	5-8-13
Enactment Number	13-0724
Enactment Date	5/8/13 OA



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 2
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and Lacksana Peters (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 11-1, 2012, and the parties agree to amend that Agreement as follows:

1. Services: The scope of work has changed. ONLY the funding source has changed.
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. OR, The CONTRACTOR agrees to provide the following amended services:
 Lacksana will continue to provide training and support for transnationing Office of State and Federal Compliance Technical Assistant in understanding and implementing all the basic processes for OUSD Private Schools Program.

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

3. Compensation: The contract price is unchanged. The contract price has changed.
If the compensation has changed: The contract price is amended by
 Increase of \$ 11,200.00 to original contract amount
 Decrease of \$ _____ to original contract amount
 and the new contract total is Thirty-Eight Thousand Two Hundred dollars (\$ 38,200.00)

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)
1	11/30/2012	Additional 375 hours of service - File I.D 13-0226	\$ 15,000.00
			\$
			\$

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

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature]
 President, Board of Education Date _____
 Superintendent or Designee

Certified:
[Signature]
 Edgar Rakestraw, Jr., Secretary
 Board of Education Date 5/9/13

CONTRACTOR

[Signature] 3/20/13
 Contractor Signature Date

Lacksana Peters, Consultant.
 Print Name, Title

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Lacksana will continue to provide training and support for the transitioning Office of State and Federal Compliance Technical Assistant with understanding and implementing all of the basic processes for the OUSD Private Schools Program. She will **provide an additional 280 hours of service at the rate of \$40.00 per hour for a new contract total not to exceed \$38,200.00.**

SCOPE OF WORK

Lacksana Peters will provide a maximum of 280.00 hours of services at a rate of \$ 40.00 per hour for a total not to exceed \$38,200.00. Services are anticipated to begin on 11/01/2012 and end on 06/30/2013.

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

Please see Attached...

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

Please See Attached...

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

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

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

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____
 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-

Scope of Work
AMENDMENT #2
2012-2013

Contractor Name: Lacksana Peters
Site Name: Office of State and Federal Compliance

Scope of Work:

Consultant will provide a maximum of 300 hours of service at a rate of \$40.00 per hour for a total not to exceed \$12,000.00.

MODIFICATION:

The consultant will provide an additional 375 hours of service at the rate of \$40.00 per hour for a new contract total not to exceed \$27,000.00.

The consultant will provide an additional 280 hours of service at the rate of \$40.00 per hour for a new contract total not to exceed \$38,200.00.

Nature of Work:

Provide training and support for transitioning Office of State and Federal Compliance Technical Assistant in understanding and implementing all the basic processes for OUSD Private Schools Program.

Topics to be addressed include:

- Set up, access, input allocations (transfers), and monitor individual accounts for each participating school for each program in which they are participating
- Set up, access, and monitor individual program budgets for each participating school
- Processing Professional Services Contract forms and schedules for all schools and all Categorical Programs
- Input I monitor IF AS requisitions/P.O's for all Schools for all programs
- Interact with vendors to ensure the requisitions are correctly processed
- Provide information and support to Private schools with regard to the planning and implementation of categorical programs at their site
- Calculate and maintain accurate records and expenditures of individual schools
- Process timesheets for all consultants and teacher stipends.
- File and maintain correspondence, contracts, plans, etc.
- Organize bulk mailing to private schools administrators and parents throughout the school year.

Goals:

- Provide technical assistant with information necessary to support implementation of effective and compliant Private Schools Program (PSP).
- Enable new technical assistant to access current and past PSP documents and records.

EPLS

Excluded Parties List System

**Search Results Excluded By
Individual : lacksana peters
as of 27-Aug-2012 6:09 PM EDT**

Your search returned no results.



2012 – 2013 School Calendar

JULY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- In celebration of Independence Day (Schools/offices closed) July 4
- ◆ District Day (No school for students) August 22
- ◆ Professional Development Day (No school for students) August 23
- ◆ Teacher Planning Day (No school for students) August 24
- ★ First Day of School for Students August 27
- Labor Day (Schools/offices closed) September 3

OCTOBER 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- ◆ Professional Development Day (No school for students) October 12
- Veterans' Day (Schools/offices closed) November 12
- ◆ Thanksgiving Recess (Schools closed) November 19–21
- Thanksgiving Day Holidays (Schools/offices closed) November 22–23
- ◆ Winter Recess (Schools closed) Dec. 24–Jan. 4
- Offices closed Dec. 24, 25, 31, Jan. 1
Child Development Centers and offices closed Dec. 24–Jan. 1

JANUARY 2013						
M	T	W	T	F	S	
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- New Year's Day Holiday (Schools/offices closed) January 1
- Martin L. King, Jr. Day (Schools/offices closed) January 21
- ◆ Professional Development Day (No school for students) February 1
- Presidents' Day Holiday (Schools/offices closed) February 18
- ◆ Spring Recess (Schools closed) March 25–29

APRIL 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- César Chávez Day (Schools/offices closed) April 1
- In Lieu of Lincoln's Day Holiday (Schools/offices closed) May 24
- Memorial Day Holiday (Schools/offices closed) May 27
- ★ Last Day of School for Students June 13
- ◆ Teacher Planning Day June 14

Report Card Periods (Ending Dates)

Individual student progress reports are sent to parents within one week of the following dates:

Elementary Schools

- First.....December 7
- Second.....March 8
- Third.....June 13

Elementary Schools, Summer Semester

- First.....October 11
- Second.....November 30
- Third.....January 25

Secondary Schools, Spring Semester

- First.....March 8
- Second.....April 26
- Third.....June 13

Key Dates:

End of First Semester: January 25, 2013
Beginning of Second Semester: January 28, 2013

Note: Child Development Centers are open 12 months a year. The testing calendar is available in September.

9am-5:30pm

35 days
8 hr per day

280 hrs

x \$40 pay rate

\$ 11,200

AMENDMENT ROUTING FORM

2012-2013

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 2

Directions

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

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

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

Attachment Checklist

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

OUSD Staff Contact Emails about this contract should be sent to: (Required) Mildred.Otis@Ousd.k12.ca.us

Contractor Information

Contractor Name	Lacksana Peters	Agency's Contact	Self			
OUSD Vendor ID #	I004674	Title				
Street Address	467 Lewis Ave	City	San Leandro	State	CA	Zip 94577
Telephone	(510) 207-6708	Email	lasana@hotmail.com			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 27,000.00	Original PO Number	P1302503		
Amended Amount	\$ 11,200.00	New Requisition #	R0314901		
New Total Contract Amount	\$ 38,200.00	Start Date	11/01/2012	End Date	06/30/2013
Pay Rate Per Hour (Required)	40.00	Number of Hours (Required)	280.00		

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
3010	IASA-Title I	950 4850 201	5825	\$ 11,200.00
			5825	\$
			5825	\$

Approval and Routing (in order of approval steps)

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

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

1.	Site Administrator or Manager	Name	Mildred Otis	Phone	5102730469	Fax	5102730488
	Site / Department	950/State & Federal Compliance					
2.	Signature					Date Approved	3-20-13
	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships						
3.	Signature					Date Approved	3/20/13
	Regional or Executive Officer						
4.	Signature					Date Approved	3/21/13
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						
	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			P1302503		



OAKLAND UNIFIED SCHOOL DISTRICT
State and Federal Compliance
Private Schools Program
1011 Union Street, Second Floor-Room 3
Oakland, CA 94607
TEL: (510) 879-1052

Individual Consultant Contract
AMENDMENT# 2
Check off List

Vendor #/ Name: Lacksana Peters

Site #/Name: S & F, Private Schools ^{Prog.} Contract Dates: 11/1/12 to 6/30/13

- Modified Scope of Work
- Original Contract...Date Approved By BOE: 1/23/13
 - Routing Form
 - Board Memo
 - Contract Signature Page
- Signatures – Consultant Agreed to “NEW” Terms of Contract
- “NEW” Requisition: R0314901
- Original Purchase Order: P1302503
- “NEW” Legislative File I.D. 13-0591
- BOARD APPROVED: Date: _____

Sent To Procurement: Date: _____ Delivery Method: _____

Sent To Board Office: Date: _____ Delivery Method: _____

Board Office Use: Legislative File Info.	
File ID Number	13-0226
Introduction Date	2-13-13
Enactment Number	13-0329
Enactment Date	2/13/13 OR



OAKLAND UNIFIED
SCHOOL DISTRICT

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 2/13/13
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Lacksana Peters San Leandro CA (Contractor, City/State) -
950/State & Federal Compliance (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Lacksana Peters. Services to be primarily provided to 950/State & Federal Compliance for the period of 11/01/2012 through 06/30/2013, in an amount not to exceed \$15,000.00.

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

Lacksana Peters possesses expertise in the Private Schools Operations and Systems and using IFAS to support mission critical functions within OUSD. OUSD desires assistance from Ms. Peters to facilitate the transition of the Technical Services Assistant resignation and the development of the Private School Specialist Position.

Discussion
One paragraph summary of the amended scope of work.

Lacksana will continue to provide training and support for the transitioning Office of State and Federal Compliance Technical Assistant with understanding and implementing all of the basic processes for the OUSD Private Schools Program. She will provide an additional 375 hours of service at a rate of \$40.00 per hour for a total not to exceed \$15,000.00.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Lacksana Peters. Services to be primarily provided to 950/State & Federal Compliance for the period of 11/01/2012 through 06/30/2013, in an amount not to exceed \$15,000.00.

Fiscal Impact Funding resource name (please spell out) IASA-Title I
not to exceed \$15,000.00

- Attachments**
- Contract Amendment
 - Copy of original contract

Board Office Use: Legislative File Info.	
File ID Number	13-0226
Introduction Date	2-13-13
Enactment Number	13-0329
Enactment Date	2/13/13 OA



OAKLAND UNIFIED SCHOOL DISTRICT

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and Lacksana Peters (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 08-1, 2012, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work has changed. ONLY the funding source has changed.
If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. **OR**, The CONTRACTOR agrees to provide the following amended services:
 Lacksana will continue to provide training and support for transnationing Office of State and Federal Compliance Technical Assistant in understanding and implementing all the basic processes for OUSD Private Schools Program.

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 Eight Months (days/weeks/months), and the amended expiration date is 06/30/2013.

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 \$ 15,000.00 to original contract amount
 Decrease of \$ _____ to original contract amount
 and the new contract total is Twenty-Seven Thousand dollars (\$ 27,000.00)

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

5. **Amendment History:**

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature]
 President, Board of Education

Superintendent or Designee

Certified:
[Signature]

Edgar Bakestraw, Jr., Secretary
 Board of Education

12/6/12
 Date

2/14/13
 Date

CONTRACTOR

[Signature]
 Contractor Signature

11/30/12
 Date

 Print Name, Title

AMENDMENT ROUTING FORM

2012-2013

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1

Directions

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

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

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

Attachment Checklist

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

OUSD Staff Contact Emails about this contract should be sent to: (Required) Mildred.Otis@Ousd.k12.ca.us

Contractor Information

Contractor Name		Lacksana Peters		Agency's Contact		Self	
OUSD Vendor ID #		1004674		Title			
Street Address		467 Lewis Ave		City		San Leandro	
				State		CA	
Telephone		(510) 207-6708		Zip		94577	
				Email		lasana@hotmail.com	

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 12,000.00	Original PO Number	P1302503	
Amended Amount	\$ 15,000.00	New Requisition #	R0309436	
New Total Contract Amount	\$ 27,000.00	Start Date	11/01/2012	End Date
				06/30/2013
Pay Rate Per Hour (Required)	40.00	Number of Hours (Required)	375.00	

Budget Information

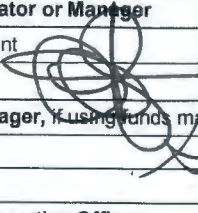
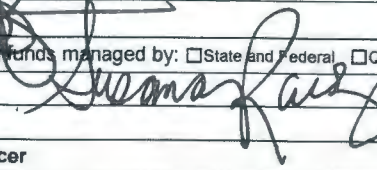
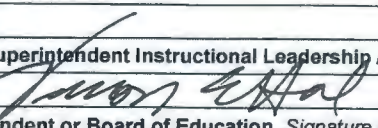
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
3010	IASA-Title I	950 4850 201	5825	\$ 15,000.00
			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.

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

1.	Site Administrator or Manager	Name	Mildred Otis	Phone	5102730469	Fax	5102730488
	Site / Department	950/State & Federal Compliance					
	Signature				Date Approved	11-30-12	
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships						
	Signature				Date Approved	11/30/12	
	Signature						
3.	Regional or Executive Officer						
	Signature				Date Approved		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000					
	Signature				Date Approved	12/6/12	
	Signature				Signature on the legal contract		
5.	Superintendent or Board of Education						
	Signature						
Legal Required if not using standard contract		Approved				Denied - Reason	Date
Procurement	Date Received				PO Number	P1302503	

2373



Board Office Use: Legislative File Info.	
File ID Number	12-2361
Introduction Date	1/23/13
Enactment Number	13-0234
Enactment Date	1-23-12



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) 1-23-13

Subject Professional Services Contract -
Lacksana Peters San Leandro CA (contractor, City State)
State and Federal - Private Schools (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Lacksana Peters San Leandro CA. Services to be primarily provided to State and Federal - Private Schools for the period of 08/01/2012 through 10/31/2012.

Background
A one paragraph explanation of why the consultant's services are needed.
 Lacksana Peters possesses expertise in the Private Schools Operations and Systems, and using IFAS to support mission critical functions within OUSD. OUSD desires assistance from Ms. Peters to facilitate the transition of the Technical Services Assistant resignation and the development of the Private School Specialist Position.

Discussion
One paragraph summary of the scope of work.
 Lacksana Peters possesses expertise in the Private Schools Operations and Systems, and using IFAS to support mission critical functions within OUSD. OUSD desires assistance from Ms. Peters to facilitate the transition of the Technical Services Assistant resignation and the development of the Private School Specialist Position.

Recommendation Ratification of professional services contract between Oakland Unified School District and Lacksana Peters San Leandro CA. Services to be primarily provided to State and Federal - Private Schools for the period of 08/01/2012 through 10/31/2012.

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

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

Professional Services Contract

OUSD Representative:

Name: Mildred Otis
Site /Dept.: State and Federal - Private Schools
Address: 1025 2nd Ave Room 112
Oakland, CA
Phone: (510) 273-0469

CONTRACTOR:

Name: Lacksana Perters
Title: Consultant
Address: 467 Lewis Ave
San Leandro CA 94577
Phone: (510) 207-6708

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 at 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.

Professional Services Contract

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 a Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial: _____

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).

Professional Services Contract

- 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: 08/01/2012 Work shall be completed by: 10/31/2012 Total Fee: \$ 12,000.00

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature]
 President, Board of Education
 Superintendent or Designee

9/7/12
Date

CONTRACTOR

Lacksana Perters 8/15/12
Contractor Signature Date

[Signature]
Secretary, Board of Education

[Signature]
Date

Lacksana Perters Consultant
Print Name, Title

Certified:

[Signature] 11/24/13
Edgar Rakestraw, Jr., Secretary
Board of Education

File ID Number: 12-2361
Introduction Date: 1-23-13
Enactment Number: 13-0234
Enactment Date: 1-23-13
By: _____

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.

Lacksana Peters possesses expertise in the Private Schools Operations and Systems, and using IFAS to support mission critical functions within OUSD. OUSD desires assistance from Ms. Peters to facilitate the transition of the Technical Services Assistant resignation and the development of the Private School Specialist Position.

SCOPE OF WORK

Lacksana Peters will provide a maximum of 300.00 hours of services at a rate of \$ 40.00 per hour for a total not to exceed \$ 12,000.00. Services are anticipated to begin on 08/01/2012 and end on 10/31/2012.

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.

Please see Attached

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

Please see Attached

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:

(Check all that apply.)

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

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

Please select:

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

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

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

Scope of Work 2012-2013

Contractor Name: Lacksana Peters
Office of State and Federal Compliance

Consultant will provide a maximum of 300 hours of service at a rate of \$40.00 per hour for a total not to exceed \$12,000.00.

Nature of Work:

Provide training and support for transitioning Office of State and Federal Compliance Technical Assistant in understanding and implementing all the basic processes for OUSD Private Schools Program.

Topics to be addressed include:

- Set up, access, input allocations (transfers), and monitor individual accounts for each participating school for each program in which they are participating
- Set up, access, and monitor individual program budgets for each participating school
- Processing Professional Services Contract forms and schedules for all schools and all Categorical Programs
- Input and monitor IF AS requisitions/P.O's for all Schools for all programs
- Interact with vendors to ensure the requisitions are correctly processed
- Provide information and support to Private schools with regard to the planning and implementation of categorical programs at their site
- Calculate and maintain accurate records and expenditures of individual schools
- Process timesheets for all consultants and teacher stipends.
- File and maintain correspondence, contracts, plans, etc.
- Organize bulk mailing to private schools administrators and parents throughout the school year.

Goals:

- Provide technical assistant with information necessary to support implementation of effective and compliant Private Schools Program (PSP).
- Enable new technical assistant to access current and past PSP documents and records.

EPLS

Excluded Parties List System

**Search Results Excluded By
Individual : lacksana peters
as of 27-Aug-2012 6:09 PM EDT**

Your search returned no results.

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 type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do)
	<input type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	<input 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. (Ref. to Section 10 of the Contract)	

OUSD Staff Contact Emails about this contract should be sent to: (required) Mildred.Otis@Ousd.k12.ca.us

Contractor Information

Contractor Name	Lacksana Peters	Agency's Contact	Self				
OUSD Vendor ID #	1004674	Title	Consultant				
Street Address	467 Lewis Ave	City	San Leandro	State	CA	Zip	94577
Telephone	(510) 207-6708	Email (required)	lacksana@hotmail.com				
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	08/01/2012	Date work will end	10/31/2012	Other Expenses	\$
Pay Rate Per Hour (required)	\$ 40.00	Number of Hours (required)	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
3010	IASA-Title I	9504850201	5825	\$ 12,000.00
			5825	\$
			5825	\$
Requisition No. (required) R0302965			Total Contract Amount	\$ 12,000.00

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.epls.gov/epls/search.do>)

1.	Administrator / Manager (Original)	Name	Mildred Otis	Phone	(510) 273-0469
	Site / Department	State and Federal - Private Schools	Fax	(510) 273-0488	
	Signature	[Signature]		Date Approved	8-16-12
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	[Signature]		Date Approved	8/16/12
	Signature (if using multiple restricted resources)	[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				
	Signature	[Signature]		Date Approved	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations				Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000
	Signature	[Signature]		Date Approved	9/7/12
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved	Denied - Reason	Date	
Procurement	Date Received		PO Number	P1302503	

