

| Board Office Use: Legislative File Info. | |
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| File ID Number | 13-1302 |
| Introduction Date | 6/12/13 |
| Enactment Number | 13-190 |
| Enactment Date | 6/12/13 |



**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 -
 Citizen Schools _____ Boston _____ MA (contractor, City State)
 _____ United for Success Academy - 228 _____ (site/department)

Action Requested Approval of a professional services contract between Oakland Unified School District and Citizen Schools. Services to be primarily provided to United for Success Academy - 228 for the period of 08/01/2012 through 06/30/2013.

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

Citizen Schools is the premier national non-profit that extends learning time (ELT for low-income middle school students. The ELT program will expand the school day by 12 hours/week, providing multi-faceted enrichment opportunities, extensive academic support, and the further realization of OUSD's Full Service Community School Model. Citizen Schools will additionally bolster the school's academic intervention program, both during the traditional school year and the summer, effectively reducing class sizes and teacher-to-student ratio. Over the past two years, CS has been a key partner in ECP's transformation work, contributing to ECP's increased options demand and increased enrollment.

Discussion
One paragraph summary of the scope of work.

A contract for services between OUSD and Citizen Schools Boston, MA, for the latter to provide: the ELT program will provide a safe structured program for middle school students to spend 12 additional hours per week at school. The core elements of the program will include: daily academic support focused on academic language and literacy, homework support across content areas, and two college and career aligned apprenticeships per semester. These apprenticeships feature professional and community volunteers providing instruction in STEM, literacy, and the performing arts. All apprenticeships include at least one exploration or field trip. Through the period of 08/01/12 through 06/30/13 in an amount Not to Exceed \$265,000.

Recommendation Approval of professional services contract between Oakland Unified School District and Citizen Schools. Services to be primarily provided to United for Success Academy - 228 for the period of 08/01/2012 through 06/30/2013.

Fiscal Impact Funding resource name (please spell out) SIG-Instr
 _____ not to exceed \$ 265,000.00

Attachments

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

| | |
|---|------------|
| Board Office Use: Legislative File Info. | |
| File ID Number | 13-1302 |
| Introduction Date | 6/12/13 |
| Enactment Number | 13-1010 |
| Enactment Date | 6/12/13 CA |



OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2012-2013

This Agreement is entered into between the Oakland Unified School District (OUSD) and Citizen Schools (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 08/01/2012, 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 06/30/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Two Hundred Sixty Five Thousand Dollars (\$265,000.00). 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: _____.

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 \$ _____.
- CONTRACTOR Qualifications / Performance of Services.**

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

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

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

Professional Services Contract

OUSD Representative:

Name: Elia Bustamante
Site /Dept.: United for Success Academy - 228
Address: 2101 - 35th Avenue
Oakland, CA 94601
Phone: 535-3880

CONTRACTOR:

Name: Kathryn Rothschild
Title: Acting Executive Director
Address: 308 Congress Street
Boston MA 02210
Phone: (510) 842-3461

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.

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 all 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/epl/search.do>)

Summary of terms and compensation:

Anticipated start date: 08/01/2012 Work shall be completed by: 06/30/2013 Total Fee: \$ 265,000.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
 Superintendent or Designee

Edy Rothschild
 Secretary, Board of Education

6/13/13
 Date

6/13/13
 Date

CONTRACTOR

[Signature]
 Contractor Signature

George Chu, COO
 Kathryn Rothschild
 Print Name, Title

5/28/13
 Date

Acting Executive Director

File ID Number: 13-1302
 Introduction Date: 6/12/13
 Enactment Number: 13-100
 Enactment Date: 6/12/13
 By: *ak*

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 OUSD and Citizen Schools Boston, MA, for the latter to provide: the ELT program will provide a safe structured program for middle school students to spend 12 additional hours per week at school. The core elements of the program will include: daily academic support focused on academic language and literacy, homework support across content areas, and two college and career aligned apprenticeships per semester. These apprenticeships feature professional and community volunteers providing instruction in STEM, literacy, and the performing arts. All apprenticeships include at least one exploration or field trip. Through the period of 08/01/12 through 06/30/13 in an amount Not to Exceed \$265,000.

SCOPE OF WORK

Citizen Schools will provide a maximum of 13,250.0 hours of services at a rate of \$ 20.00 per hour for a total not to exceed \$265,000.00. Services are anticipated to begin on 08/01/2012 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.

1) Citizen Schools will extend the school day at United for Success Academy by a minimum of 12 hours per week. The program structure will include substantial homework support, time in online learning lab, and college and career aligned apprenticeships. These apprenticeships will be taught by community members and volunteers from large corporate partners such as Cisco, Google, and Stanford Medical School.

2) Citizen Schools staff will partner with UFSA core staff in the intervention program. With credentialed teachers, they will provide small group instruction, monitor online/blended learning, and seek to improve the effectiveness of the intervention program.

3) Citizen Schools staff will work in partnership with UFSA core staff in providing summer programming. Citizen Schools staff will work with UFSA teachers to create small learning groups and monitor online/blended learning. They will also participate in the Summer Bridge Program, supporting rising 6th graders in their transition to middle school.

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.

1) 100% of students will demonstrate increased rates of homework completion and homework quality.

2) 100% of students will be able to identify a career of interest and articulate-- through oral presentation and written essay-- the path toward that career, including specific preparatory college and universities.

3) Overall school attendance will improve by .5% to 1% to over 96%.

4) Students' ability to identify a caring adult will improve 10-20% on CHKS.

5) Because of the increased tutoring opportunities, students achieving at the FBB level will reduce by 10%.

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.
-

CITIZEN SCHOOLS, INC.
DUNS: 947519492 CAGE Code: 4RA74
Status: Active

308 CONGRESS ST FL 2
BOSTON, MA, 02219-1021,
UNITED STATES

Entity Overview

Entity Information

Name: CITIZEN SCHOOLS, INC.
Business Type: Business or Organization
POC Name: None Specified
Registration Status: Active
Expiration Date: 07/08/2013

Exclusions


Active Exclusion Records? No



Search Results

Current Search Terms: citizen* schools*

Your search for "Citizen* Schools*" returned the following results...

| | | |
|---------------------------|-----------------------------|--|
| Entity | CITIZENSCHOOLS, INC. | Status: Active  |
| DUNS: 947519492 | CAGE Code: 4RA74 | View Details |
| Has Active Exclusion?: No | DoDAAC: | |

SAM | System for Award Management 1.0

IBM v1.863.20130412-1616



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/15/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER B R Alexander 50 Congress Street Suite 530 Boston MA 02109 | CONTACT NAME: Patricia Gorman PHONE (A/C No. Ext): (617) 720-6333 FAX (A/C No.): (617) 723-7475 E-MAIL ADDRESS: pgorman@bralexander.com | | | | | | | | | | | | | | | | | | | | |
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| | <table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A</td> <td>Philadelphia Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B</td> <td>Hanover Insurance Company</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | | NAIC # | INSURER A | Philadelphia Insurance Company | | INSURER B | Hanover Insurance Company | | INSURER C: | | | INSURER D: | | | INSURER E: | | | INSURER F: | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # | | | | | | | | | | | | | | | | | | | |
| INSURER A | Philadelphia Insurance Company | | | | | | | | | | | | | | | | | | | | |
| INSURER B | Hanover Insurance Company | | | | | | | | | | | | | | | | | | | | |
| INSURER C: | | | | | | | | | | | | | | | | | | | | | |
| INSURER D: | | | | | | | | | | | | | | | | | | | | | |
| INSURER E: | | | | | | | | | | | | | | | | | | | | | |
| INSURER F: | | | | | | | | | | | | | | | | | | | | | |
| INSURED Citizen Schools, Inc. Attn: Chaci Ciano 308 Congress Street, 5th Fl Boston MA 02210 | | | | | | | | | | | | | | | | | | | | | |

COVERAGES CERTIFICATE NUMBER: CL127500211 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 SUBROGATION RIGHTS | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-------------------------------|-------------------------------|-------------------------|-------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | PHPK888750 | 7/1/2012 | 7/1/2013 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS | | PHPK888750 | 7/1/2012 | 7/1/2013 | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | PHUB388662 (Follow Form) | 7/1/2012 | 7/1/2013 | EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | WHN595635803 (Multi State) | 7/1/2012 | 7/1/2013 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| A | Crime Coverage | | PHPK888750 | 7/1/2012 | 7/1/2013 | Employee Dishonesty @ \$250,000 With \$1,500 Deductible |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Oakland Unified School District is included as an Additional Insured as respects General Liability coverage shown above.

| | |
|---|--|
| CERTIFICATE HOLDER Oakland Unified School District Attn: Risk Management 1025 2nd Avenue Oakland, CA 94606 | 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 Patricia Gorman/PAG <i>Patricia Gorman</i> |
|---|--|

CITIZEN SCHOOLS

EXPANDED LEARNING TIME A STRATEGY TO TRANSFORM SCHOOLS

More Time, Used Well

After 15 years of after-school innovation, Citizen Schools is forming deep partnerships with middle schools to expand the learning day for all students—to close the achievement gap by closing the opportunity gap.

American schools need change. And better teaching and more time for learning must be at the center of that change. But educators and policy makers don't yet know how to take advantage of a longer day to accelerate great teaching, and as a result, many efforts to expand the public school day have only provided more of what didn't work in the normal day and have yielded meager results.

Citizen Schools has developed and tested a strategy for accelerating student learning and transforming struggling public schools. We add 30% more learning time, infuse more relevant learning activities and higher expectations for our students, and engage a "second shift" of educators to connect current learning with future college and career opportunities.

Now Citizen Schools is scaling its Expanded Learning Time (ELT) model to 25 persistently failing middle schools by 2012 in partnership with 10 rural and urban school districts and public and private funders.

These ELT pilots will demonstrate how ELT done right can improve and turn around struggling schools. And we will provide the support and relationships that are essential to lift graduation rates—bringing aspiring young educators and committed volunteers, especially scientists and engineers, into schools.



COMPONENTS OF CITIZEN SCHOOLS ELT PARTNERSHIPS

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------------|-------------------------------|------------------|------------------|------------------|------------------|
| Transition around 3pm | | | | | |
| | ACADEMIC SUPPORT | ACADEMIC SUPPORT | ACADEMIC SUPPORT | ACADEMIC SUPPORT | ACADEMIC SUPPORT |
| Dismissal around 5pm | COLLEGE TO CAREER CONNECTIONS | APPRENTICESHIPS | EXPLORATIONS | APPRENTICESHIPS | APPRENTICESHIPS |

The Citizen Schools ELT program based on accepted educational principles and Citizen Schools' proven model. ELT principles include:

- 30% more learning time, about 400 more hours per year
- Include the whole school, or a large portion (such as a whole grade level), in the expanded day
- Focus on middle school transition years
- Engage talented outside educators to complement traditional instruction
- Connect school day learning to real-world application through
- Include small-group academic coaching that is aligned with and supports the core academic subjects
- Engage parents and community volunteers and partners

"We can no longer afford an academic calendar designed when America was a nation of farmers who needed their children at home plowing the land at the end of each day. That is no way to prepare them for a 21st century economy. That is why I'm calling for us not only to expand effective after-school programs, but to rethink the school day to incorporate more time."

PRESIDENT BARACK OBAMA

A Long-Term Impact on Students

Evidence suggests that students who participate in Citizen Schools are more engaged and successful in school than their peers—even years after the program.

Participation in Citizen Schools is associated with successful transitions from middle school to high school and with positive long-term trends related to the successful completion of high school.

POLICY STUDIES ASSOCIATES ¹

ENGAGEMENT

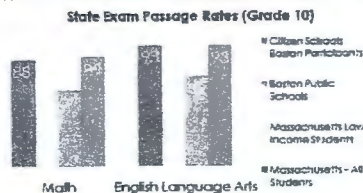
Attendance is one of the best predictors of whether a student will drop out of school. As early as middle school, high absenteeism is a powerful indicator of dropout risk.



Citizen Schools attendance is **higher than** matched peers, reducing absenteeism by 43%.¹

ACHIEVEMENT

Many students lack the academic skills necessary for college and career success. Only one-quarter of high school graduates who took the ACT in 2010 met college readiness benchmarks.²



9 out of 10 Citizen Schools alumni passed state exit exams in math and English.¹

GRADUATION

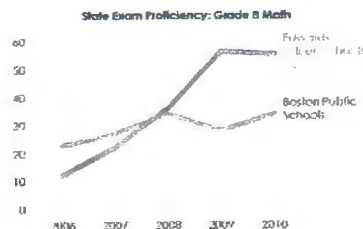
Nationwide, 2.2 million students attend high schools that qualify as “dropout factories.” Each year, more than a million young people fail to graduate with their class.³



Citizen Schools participants had a **20% higher high school graduation rate** than matched peers (71% vs. 59%).¹

SCHOOL TURNAROUND

Education Secretary Arne Duncan has called on states and districts to turn around the lowest-performing 5% of schools — about 5,000 schools nationwide that have persistently failed to meet benchmarks for student proficiency.



Participants in Citizen Schools’ flagship ELT partnership **reversed the achievement gap** in math, with proficiency rates that were higher than the state average.⁴

COMMITTED TO EVALUATION

- Our internal **Program Scorecard** defines key outcomes and indicators and enables us to track progress toward goals.
- Our **online database** tracks dosage and outcomes, allowing staff to identify areas of strength and concern in real time and adjust their practice.
- An external **longitudinal study** recently completed by Policy Studies Associates employed a quasi-experimental matched comparison group design and reported positive findings related to school engagement, achievement, and attainment.
- The next phase of our external evaluation includes a **study of schools** that adopt Expanded Learning Time in partnership with Citizen Schools.

¹ Arcaira, Vile, and Reisner (2010). *Achieving High School Graduation: Citizen Schools’ Youth Outcomes in Boston*.

² ACT (2010). *The Condition of College and Career Readiness 2010*.

³ Civic Enterprises, Everyone Graduates Center, and America’s Promise Alliance (2010). *Building a Grad Nation*.

⁴ Based on Massachusetts Comprehensive Assessment System (MCAS).

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.

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

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
- For individual consultants: Proof of negative tuberculosis status within past 4 years.
- For All Consultants: Results page of the Excluded Party List (<https://www.epls.gov/epls/search.do>)
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
- 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)* elia.bustamante@ousd.k12.ca.us; mlciadis.diaz@unitedforsuccess.or

Contractor Information

| | | | | | |
|--------------------|---|------------------|---|-------|--------------|
| Contractor Name | Citizen Schools | Agency's Contact | i | | |
| OUSD Vendor ID # | V058519 | Title | Acting Executive Director | | |
| Street Address | 308 Congress Street | City | Boston | State | MA Zip 02210 |
| Telephone | (510) 842-3461 | Email (required) | katiebrown@citizenschools.org | | |
| Contractor History | Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |

Compensation and Terms – Must be within the OUSD Billing Guidelines

| | | | | | |
|------------------------------|----------|----------------------------|------------|----------------|--------|
| Anticipated start date | 9-1-2012 | Date work will end | 06/30/2013 | Other Expenses | \$0.00 |
| Pay Rate Per Hour (required) | \$ 20.00 | Number of Hours (required) | 13,250.00 | | |

Budget Information

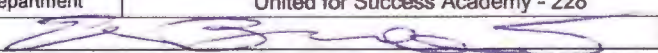

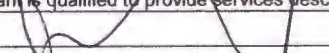
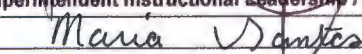
If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

| Resource # | Resource Name | Org Key | Object Code | Amount |
|-----------------------------------|---------------|------------|------------------------------|---------------|
| 3180 | SIG-Instr | 2283180101 | 5825 | \$ 265,000.00 |
| | | | 5825 | \$ |
| | | | 5825 | \$ |
| Requisition No. (required) | | R0323090 | Total Contract Amount | |
| | | | \$ 265,000.00 | |

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 (Originator) | Name | Elia Bustamante | | Phone | 535-3880 |
| | Site / Department | United for Success Academy - 228 | | Fax | 535-7139 | |
| | Signature |  | | Date Approved | 5-23-2013 | |
| 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 |  | | Date Approved | 5-23-13 | |
| | Signature (if using multiple restricted resources) | | | | | |
| 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 |  | | 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 | 5-30-2013 | |
| 5. | Superintendent, Board of Education <i>Signature on the legal contract</i> | | | | | |
| Legal Required if not using standard contract | | Approved | | Denied - Reason | | Date |
| Procurement | Date Received | | | PO Number | | |