

Board Office Use: Legislative File Info.	
File ID Number	15-0423
Introduction Date	4-22-15
Enactment Number	150535
Enactment Date	4/22/15 OA



OAKLAND UNIFIED SCHOOL DISTRICT  
Community Schools. Driving Students.

# Memo

**To** Board of Education

**From** Antwan Wilson, Superintendent

**Board Meeting Date**  
(To be completed by Procurement) 4/22/15

**Subject** Professional Services Contract - San Francisco Study Center dba Brothers on the Rise  
- Glenview Elementary/119 (site/department)

**Action Requested** Ratification of professional services contract between Oakland Unified School District and San Francisco Study Center dba Brothers on the Rise. Services to be primarily provided to Glenview Elementary/119 for the period of 02/09/2015 through 06/30/2015.

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

To support the social emotional and academic needs of low performing students.

**Discussion**  
*One paragraph summary of the scope of work.*

Ratification by the Board of Education of a Professional Services Contract between the District and San Francisco Study Center dba Brothers on the Rise (BOTR), San Francisco, CA, for the latter to provide 100 hours of support services to Glenview Elementary School. The consultant will provide focused instruction to students during two weekly school-day groups serving 8-10 students from 4th and 5th grades and professional development to teachers to enable low performing students to meet academic achievement standards through the period of February 09, 2015 through June 30, 2015 in an amount not to exceed \$10,000.

**Recommendation** Ratification of professional services contract between Oakland Unified School District and San Francisco Study Center dba Brothers on the Rise. Services to be primarily provided to Glenview Elementary/119 for the period of 02/09/2015 through 06/30/2015.

**Fiscal Impact** Funding resource name (please spell out) Donations - Instruction  
not to exceed 10,000.00

**Attachments**

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

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	15-0423
Introduction Date	4-22-15
Enactment Number	15-0525
Enactment Date	4/24/15



OAKLAND UNIFIED  
SCHOOL DISTRICT  
Community Schools, Thriving Students

## PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between San Francisco Study Center dba Brothers on the Rise (CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 02/09/2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 06/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Ten Thousand Dollars (10,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 100.00 per hour. 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: No Reimbursements.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after 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.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* None, which shall not exceed a total cost of \$ 0.00.

**5. 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.

- 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. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.

- 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: Chelsea Toller  
Site /Dept.: Glenview Elementary/119  
Address: 4215 La Cresta Avenue  
Oakland, CA 94602  
Phone: 510-531-6677  
Email: lisa.walker@ousd.k12.ca.us

**CONTRACTOR:**

Name: Geoffrey Link  
Title: Executive Director  
Address: 1663 Mission Street Suite 504  
San Francisco CA 94103  
Phone: 415-626-1650  
Email: geoffrey@sfstudycenter.org

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.

8. **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.

9. **Insurance:**

1. 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 from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, 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, 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.



13. **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 controlled substances, alcohol or tobacco on these sites.
  14. **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.
  15. **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.
  16. **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.
  17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior 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.
  18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
    1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
    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.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **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.
  20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate 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).
  21. **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.
  22. **Confidentiality:** 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.

- 23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, 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 without the prior approval of OUSD Human Resources.

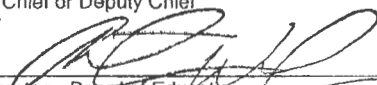
CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, 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.

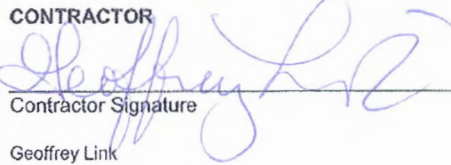
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. 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.

- 24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/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.sarn.gov/>).
- 25. **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.
- 26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **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.
- 28. **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.
- 29. **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.
- 30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD'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.
- 31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

President, Board of Education  
 Superintendent  
 Chief or Deputy Chief

  
 Secretary, Board of Education

**CONTRACTOR**  
  
 Contractor Signature  
 Geoffrey Link  
 Executive Director  
 Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 15-0423  
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 By: OL

## EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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.

San Francisco Study Center dba Brothers on the Rise (BOTR) proposes a consultancy involving the following services:

1. Support of best practices with K-3 Students
2. Pull out sessions focused on Direct Instruction and practice - two weekly school-day groups serving 8-10 students from 4th and 5th grades
3. Focus groups and targeted training workshops with parents and school staff
4. Consultancy with Glenview administration to coordinate above activities and establish macro-level strategies to address student needs
5. On-going research to identify best, emerging and innovative practices for integration into consultancy activities and Glenview's whole school development plan
6. Production of a report integrating a 2014-2015 school year needs assessment and outline for 2015-2016 whole school development plan to support low performing students. This document will address challenges and build on strengths and strategies identified through completion of activities 1-5.

The Consultant for this project will be Jon Gilgoff, the founder and Executive Director of BOTR. Jon is a Licensed Clinical Social Worker, a bilingual Spanish speaker, a published author, and leading expert in the fields of education, mental health, and equity work. He has worked formally with the sector for 15 years, providing direct services, staff training, curricula, coaching, consulting and convening services for numerous organizations including the Oakland, San Francisco and West Contra Unified School Districts.

BOTR proposes to provide an average of 6 hours weekly or 100 total hours to complete the activities outlined in this proposal. This will be achieved with a mix of on-site and off-site time. Based on other BOTR commitments, the on-site time will be concentrated one morning per week when student groups will be facilitated and key meeting with Glenview staff would occur. Focus groups and trainings will be scheduled inside and outside this time, with on-going research and writing concentrated around school breaks and the weeks between end of the school year and June 30th.

Professional Services Contract

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.

As a result of these services, students will be supported in reaching grade level standards.

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ensure a high quality instructional core      | <input type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools     |
| <input checked="" 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 Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- Action Item included in Board Approved CSSSP** (no additional documentation required) – Item Number: \_\_\_\_\_
- Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
1. Relevant page of CSSSP 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 CSSSP modification was approved.
  3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
  4. Sign-in sheet for meeting in which the CSSSP modification was approved.





**Developing Boys Into Men**

**Strengthening Systems**

**Building a Movement**

**Statement of Qualifications – Contract with Oakland Unified School District**  
At Glenview Elementary School, School Year 2013-14

Brothers on the Rise (BOTR) launched in 2008 as a fiscally sponsored project of San Francisco Study Center. BOTR has been working in partnership with Oakland Unified School District since that time. Originally based at Edna Brewer Middle School, BOTR has provided counseling, academic support, and enrichment services at numerous other sites, including Frick, Greenleaf, Grass Valley, Futures, Community United, Lazear, Urban Promise Academy, and Community School for Creative Education.

Besides direct services, BOTR has also provided training and technical assistance to schools around looking to more effectively serve diverse youth populations and their families. Within this work BOTR has offered professional development workshops, coordinated interdisciplinary task forces, and consulted with administrations on best and promising practices.

In addition to direct services in schools, BOTR also provides youth programs at Oakland Parks and Recreation. Our other efforts to build the capacity of youth serving institutions include collaborations with Alameda County Behavioral Health Care Services, West Contra Costa Unified School District and San Francisco State University. For all its accomplishments, including its many successful community partnerships, BOTR was awarded a 2013 Vineyards Award by the Association of Fundraising Professionals, Bay Area Chapter.

As the BOTR Consultant on this project, Executive Director Jon Gilgoff brings over 20 years of experience working with diverse communities as a provider, administrator, trainer and consultant. He worked in some of the earliest community schools with the Children's Aid Society in New York City, and also served as a Community School Coordinator in Redwood City. Mr. Gilgoff is a Licensed Clinical Social Worker, a fluent Spanish Speaker, and a leader within the Bay Area's professional community dedicated to effective school and community practice with diverse communities. For all his efforts, Mr. Gilgoff was awarded a Jefferson Award for Public Service. He is pleased to work with Glenview Elementary School on this important project.





**Developing Boys Into Men**

**Strengthening Systems**

**Building a Movement**

**Glenview Elementary 2013-14 Final Report & 2014-15 Whole School Development Plan**  
***“Setting Boys Up for Success” – Prepared by Jon Gilgoff, Consultant, August 2014***

History and Need

In 2014, Principal Toller initiated a consultancy with Brothers on the Rise (BOTR) to assist Glenview Elementary School (Glenview) in better identifying and meeting boys’ needs. From the start of the school year Glenview’s parent community had expressed the desire for such an initiative, in part because of a strong and active Go Girls! program and the recognition that boys also deserved focused attention and resources.

The primary goal of *Setting Boys Up for Success* was to raise academic achievement, which across demographics is lagging behind girls. Specifically, the data demonstrated that in both Math and Language Arts girls outperformed boys in both Math and Language Arts for several consecutive years.

The data also showed that while all boys are under-performing compared to girls, boys of color and particularly African American boys, Latinos, English Learners and students receiving free and reduced lunch presented as the highest need subgroup in both Math and ELA.

In service to closing this academic achievement gap and as a worthy outcome itself, Glenview also sought to contribute to boys’ social-emotional wellness. While behavioral issues were not the primary impetus for this initiative, teachers and administrators also expressed an on-going need for alternatives to current disciplinary methods of dealing with boys challenged to pay attention in class, walk quietly through the halls and follow rules on the playground. Glenview therefore wanted to empower boys with tools to develop healthy and peaceful relationships, and to reduce bullying, teasing or other conflicts that leave male students missing class/recess, and leave them and their families feeling upset.

Based on local, state and national data showing boys of color facing such challenges disproportionately and that these barriers to success may become more serious as they grow older, it was not surprising that respondents polled also stated that while part of the plan should support all boys, some actions should specifically be directed to uplifting boys of color. In this way, extra attention would be paid to those facing significant barriers including low-income level, English as a second language, and as with African Americans, historic and modern day racism. This focus would help set males of color up for success, in spite of inequities they face as children around school grades and discipline, and as they get older with higher rates of dropout, gang involvement, injury, incarceration, and death by homicide, heart disease and other causes.

Process

To create a whole school development plan that would collectively and firmly place boys, and particularly boys of color, on a path to success, BOTR facilitated focus groups and interviews with varied components of Glenview’s community – teachers and administration; yard duty, HEROES and Glitter and Razz staff; after school coordinators; parents; volunteers; and students. Throughout this process, BOTR worked closely with Principal Toller to review expressed needs and suggestions to meet those needs, some of which respondents felt was already being done (well), and others which the school



could develop (further). During these discussions, BOTR also added in ideas gleaned from decades of practice and the burgeoning literature on best, promising and innovative practices in serving boys. With data collected and analyzed, the consultant presented the findings below for final input and then action planning. The chart which accompanies this narrative presents a 2014-15 whole school development plan naming various action steps planned for this school year as well as methods to monitor implementation and track progress. This includes on-going mechanisms to hone, revise, update and build upon this initial plan so it becomes a living document representative of on-going efforts that will not cease until outcomes across demographics become more equitable.

#### Findings –School Day and After School Instruction, Academic Support and Enrichment

The call was strong for more gender-responsive instruction, including active, hands on, experiential, and project based learning. With boys' particularly needing support with literacy, building up interest and acumen in reading (comprehension) is imperative. Each class and the library need ample supplies of "boy books" such as graphic novels, science fiction, fantasy, and sports. As boys often absorb information in smaller chunks, "mini lessons" are beneficial, as are more frequent "breaks" which can involve movement inside (dance) or outside (schoolyard) of the classroom, and with formal recesses or informal time away from the lesson. It was stressed however, that fun activities should still have learning objectives, and that learning should still be made fun. As boys particularly appreciate decision making and getting to make their own choices, having lessons that allowed for this was also recommended. Helping educators design and deliver lessons and activities that are engaging for boys should be a focus moving forward, with staff showing strong outcomes along these lines utilized to assist others through presentations at professional development and on-going coaching. Besides lesson planning, it was stressed that adult staff needed strong relationships with the boys, which could then be leveraged for skill building activities. A safe space must be established and time made for whole group discussions to establish, review and reinforce norms, as well as resolve conflicts. Boys need support asking for help both with academics, and other issues that can distract them from their work. As boys love field trips, there was a call for having new ones each year and ones particularly engaging to boys.

#### Findings - The Schoolyard: Before School, Recess and Physical Fitness

Here, more structured activities would be a benefit, including sports and non-athletic games. If more adults or trained and supervised youth leaders could help facilitate these activities, that would be helpful. Students request more space, as well as newer and increased levels of equipment. Many of the games boys play quickly involve less and less students (they get "out") so looking for ways to counteract this dynamic would be helpful, so more boys get the activity they need. The norms, rules, consequences and reward system for the schoolyard (and the classroom) should be made more clear as well. The garden is an under-tapped resource boys could utilize more and provides hands on learning.

#### Findings – Social Emotional Wellness, Positive Behavior, Conflict Resolution and Discipline

For social emotional wellness, boys that require extra support should receive individual and small group intervention through counseling or a non-clinical intervention. This would serve boys who bully or are bullied, and those facing challenges with socialization, distraction, anxiousness, anger, depression, family issues, etc. As boys are socialized away from talking about feelings, they will need a safe and smaller place for this. The restorative justice model should be supplemented with a (peer) mediation model, which also has the benefit of being more immediately responsive to conflicts than a larger circle approach sometimes allows. Besides traditional counseling, boy centric social emotional support like instruction would also involve hands on methods like art therapy and therapeutic outdoor exploration.

It is also recommended that instructional staff integrate mindfulness and other such practices into their daily schedule, and explore social-emotional benefits that could be infused into academics. Support



staff should have a strong focus on academic support, and how boys get off track academically because of things like giving up instead of asking for help. On discipline, there was a call for moving away from practices like yelling, telling boys to stop without explanation/facilitation of conflict resolution, and benching. On the spot discussions, resolution processes, and consequences that do not take away boys time to move are needed. Instead of benching, reflection activities, community service involving movement and other creative alternatives should be implemented. As rules and consequences are not enforced consistently by staff, greater clarity and commitment would benefit everyone. Having incentives for boys' behavior tends to work well, but prizes need to be ones they feel are "extra cool." The town hall provides an opportunity to recognize/reward boys for behavior, including sportsmanship.

#### Findings – Gender-Specific Work for Boys

One way to achieve the desired outcomes is through gender-specific work with boys. A caution here is that girls not feel excluded, so the lunchtime drop in method is not recommended unless available to boys and girls. School day pull-out, before and after-school may work best. In these groups a strong and engaging male staff would teach boys what it means to be a male, to counteract negative messages they get as they get older. Groups would facilitate self-expression, assertiveness and peaceful, creative problem solving. Boys would learn how to play and interact positively, how to show sportsmanship and solve problems peacefully, and how to be respectful to other boys and girls. They would also learn to be allies for the LGBTQ community. The work could include academic support, social-emotional support, play and special activities. These groups would help increase the levels of male role modeling, with peer mentoring occurring and an increase in men, and men of color, who are on campus.

#### Findings – Professional Development and Human Resources

Instruction for staff on how boys, and boys of color, learn and develop best would be help build cultural competence. Times for this could be during professional development after school and during school, with teacher on special assignment and BOTR offering coaching. Model teachers should be put on PD agendas to lead activities they do in their classroom – academic focused lessons that are engaging for boys and provide social-emotional development, like mindfulness and freeze dance. More male staff is needed, particularly on the schoolyard and within the social-emotional team. A dedicated group for engaging instruction (with boys) could be formed to further this cause.

#### Findings – Parent Education and Engagement, Including Male Involvement

Parents also could use workshops and on-going support, for both the PTA as a whole, cultural/language specific groups, and to empower the Dad's group to further support boys. Parents requested support around building communication with their sons, conflict prevention and discipline. English language learner families requested homework assignments in their languages to better support their sons in completion. Helping parents build a sense of accountability in their sons would also benefit the school, in that staff and parents could further align around student behavior and discipline. As stricter gender roles can be communicated and enforced from a young age, staff and parents could also explore this socialization process and help boys to express their full selves emotionally and behaviorally. For a male involvement component involving dads, the morning Town Halls or other breakfast pre-work time seem to present an opportunity to get men and boys bonding, as well as during weekends.

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### Search Results

**Current Search Terms: San\* francisco\* Study\* center\***

Your search for "San\* Francisco\* Study\* Center\*" returned the following results...

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

Entity	<b>SAN FRANCISCO STUDY CENTER</b>	Status: <b>Active</b>
DUNS: <b>022977946</b>	CAGE Code: <b>4X2P4</b>	<a href="#">View Details</a>
Has Active Exclusion?: <b>No</b>	DoDAAC:	
Expiration Date: <b>08/25/2015</b>	Delinquent Federal Debt? <b>No</b>	
Purpose of Registration: <b>All Awards</b>		

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By Record Status

By Functional Area - Entity Management

By Functional Area - Performance Information

SAM | System for Award Management 1.0

IBM v1.P.24.20150116-1831



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**SAM Search Results**  
**List of records matching your search for :**

**Search Term : San\* Francisco\* Study\* Center\***  
**Record Status: Active**

<b>ENTITY</b>	<b>SAN FRANCISCO STUDY CENTER</b>	<b>Status:Active</b>
<b>DUNS: 022977946</b>	<b>+4:</b>	<b>CAGE Code: 4X2P4 DoDAAC:</b>
<b>Expiration Date: Aug 25, 2015 Has Active Exclusion?: No Delinquent Federal Debt?: No</b>		
<b>Address: 944 MARKET ST STE 701</b>		
<b>City: SAN FRANCISCO</b>		<b>State/Province: CALIFORNIA</b>
<b>ZIP Code: 94102</b>		<b>Country: UNITED STATES</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/14/2014

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 Calender-Robinson Company, Inc. FB0267063 300 Montgomery St., Suite 888 San Francisco CA 94104	CONTACT NAME: Katherine Berkman	
	PHONE (A/C, No, Ex): (415) 978-3800 FAX (A/C, No): (415) 978-3825 E-MAIL ADDRESS: kberkman@calrob.com	
INSURED San Francisco Study Center, Inc. 1663 Mission Street Suite 504 San Francisco CA 94103	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Nonprofits' Insurance Alliance	
	INSURER B: United Financial Casualty Co.	
	INSURER C: North American Elite Insurance	29700A
	INSURER D: Hartford Fire Insurance Co.	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1442910652 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			2014-03427-NPO Includes severability of Interest clause	4/22/2014	4/22/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 20,000
	<input checked="" type="checkbox"/> Liquor Liability @ \$1M						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Professional Lia @ \$1M			GENERAL AGGREGATE \$ 3,000,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
B	AUTOMOBILE LIABILITY			04471075-9	5/11/2014	5/11/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
							\$
	DED						\$
	RETENTIONS						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTHER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
C	Primary Fidelity			CWB0000495-12	4/22/2014	4/22/2015	Each claim - primary \$ 100,000
D	Excess Fidelity			57BDDAR9215	4/10/2014	4/10/2015	Each claim - excess \$ 300,000

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

Re: Brothers on the Rise

Certificate holder is included as additional insured as per the attached endorsement

## CERTIFICATE HOLDER

Oakland Unified School District  
Attn: Risk Management  
900 High Street  
Oakland, CA 94601

## 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  
*Katherine Berkman*



# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



## Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

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  For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check  
 For All Consultants: Results page of the Excluded Party List (<https://www.sam.gov/>)  
 For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

OUSD Staff Contact Emails about this contract should be sent to: (required) [lisa.walker@ousd.k12.ca.us](mailto:lisa.walker@ousd.k12.ca.us)

## Contractor Information

Contractor Name	San Francisco Study Center dba Brothers on the	Agency's Contact	Geoffrey Link			
OUSD Vendor ID #	I004321	Title	Executive Director			
Street Address	1663 Mission Street Suite 504	City	San Francisco	State	CA	Zip 94103
Telephone	415-626-1650	Email (required)	geoffrey@studycenter.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	02/09/2015	Date work will end	06/30/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 100.00	Number of Hours (required)	100		

## 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
9011	Donations-Instruction	1191110109	5825	\$ 10,000.00
			5825	
			5825	
Requisition No. (required)	R0153095		Total Contract Amount	\$ 10,000.00

## 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.sam.gov/>)

1.	Administrator / Manager (Originator)	Name	Chelsea Toller	Phone	510-531-6677	
	Site/Department (Name & #)	119/Glenview Elementary			Fax	510-531-6668
	Signature	<i>Chelsea Toller</i>			Date Approved	2/6/15
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"/> Risk	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature				Date Approved	
	Signature (if using multiple restricted resources)				Date Approved	
3.	Network Superintendent/Deputy Network Superintendent					
	Signature	<i>Y. Hoshikawa</i>			Date Approved	2/5/15
4.	Chiefs / Deputy Chiefs	Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<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	<i>[Signature]</i>			Date Approved	
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		P1506314		