

Board Office Use: Legislative File Info.	
File ID Number	14-2020
Introduction Date	11-5-14
Enactment Number	14-1858
Enactment Date	11/5/14 <i>OK</i>



Memo

To Board of Education

From Antwan Wilson, Superintendent

Board Meeting Date *Nov 3, 2014*
(To be completed by Procurement)

Subject Professional Services Contract - Kusum Crimmel
 - Oakland Tech High School (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Kusum Crimmel. Services to be primarily provided to Oakland Tech High School for the period of 8/20/2014 through 6/30/2015.

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

This contract continues the services begun under the California Safe and Supportive Schools Programmatic Intervention Grant for an additional year. The goal of the programs supported by this contract continue to be the same: to improve the school's culture and climate index as indicated by student, staff, and parent responses on the California Healthy Kids Survey (CHKS) in a manner outlined by the California Department of Education. This contract will fund the school's Restorative Justice Coordinator. Contractor's services over the past two years contributed to Oakland Tech's status as most improved school in three areas, including increased graduation rate and suspension reduction.

Discussion
One paragraph summary of the scope of work.

A contract for services between OUSD and Kusum Crimmel, Oakland, California, for the latter to provide 1080 hours of Restorative Justice coordination, including the development and management of a peer leadership program to train and support student-led conflict mediation utilizing restorative practices. Contractor also will implement restorative practices that offer alternatives to suspension in alignment with the voluntary resolution plan (VRP), will support teacher-led circles, and will facilitate the re-entry of students returning from suspension, expulsion, and incarceration utilizing Circles of Support and Accountability. Contractor will serve in this capacity for the period of August 20, 2014, through June 30, 2015, and receive compensation in an amount NOT TO EXCEED \$49,809.60.

Recommendation Ratification of professional services contract between Oakland Unified School District and Kusum Crimmel. Services to be primarily provided to Oakland Tech High School for the period of 8/20/2014 through 6/30/2015.

Fiscal Impact Funding resource name (please spell out) Unrestricted-Instruction not to exceed \$ 49,809.60

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

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OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Kusum Crimmel (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 8/20/2014, 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 6/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Forty-nine Thousand Eight Hundred Nine and sixty-hundredths Dollars (\$ 49,809.60) [per fiscal year], at an hourly billing rate not to exceed \$ 46.12 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: None

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: Staci Ross-Morrison
Site /Dept.: Oakland Tech High School
Address: 4351 Broadway
Oakland, CA 94610
Phone: (510) 450-5400
Email: staci.ross-morrison@ousd.k12.ca.us

CONTRACTOR:

Name: Kusum Crimmel
Title: Owner
Address: 3167 Eastman Ave.
Oakland CA 94619
Phone: (510) 220-1589
Email: kusumcrimmel@gmail.com

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

Professional Services Contract

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.sam.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.

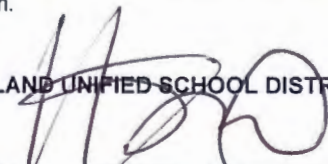
27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

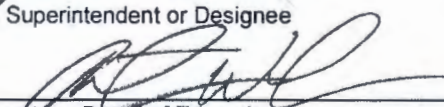
28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

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.

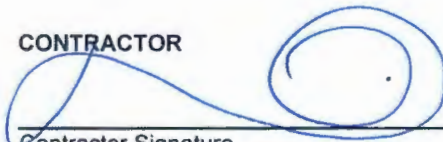
30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when 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 or Designee


Secretary, Board of Education

CONTRACTOR


Contractor Signature

Kusum Crimmel Owner

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-2020
Introduction Date: 11/3/14
Enactment Number: 14-858
Enactment Date: 11/5/14
By: ON

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.

The contractor will increase the number of students receiving supports in an effort to reduce suspension, substance abuse, bullying and other forms of harassment and violence, and foster student leadership. Within the framework of Response to Intervention (RTI), the contractor will develop a school-wide Restorative Justice program in conjunction with Positive Behavioral Intervention and Support (PBIS) for Oakland Tech students, staff, and families to reduce disproportionality in suspensions and unwarranted referrals to special education. The contractor will train peer mediators to provide mediation in response to minor offenses and to resolve peer conflicts and repair harms caused, and implement restorative justice practices including community-building circles. Contractor will facilitate associated family and community conferences as an alternative to suspension, and circles to support the re-entry of students returning from expulsion and incarceration. Contractor will maintain documentation of students served and assist in the evaluation of outcomes related to interventions provided.

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.

The contractor's services will be available to the entire Oakland Tech student body of 2000 students, with a minimum of 100 students receiving direct service. As a result of these services, Oakland Tech will measure a 10% reduction in racially disproportionate suspensions, a 10% increase in the number of students who report feeling connected to the school, a decrease in the number of students who report personal harassment or bullying on school property, a decrease in the percentage of students who report (30-day) alcohol use, and an overall improvement in the school climate index as measured by the California Healthy Kids Survey (CHKS). Contractor's services over the past two years contributed to Oakland Tech's status as most improved school in three areas, including increased graduation rate and suspension reduction.

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

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

kusum crimmel

3167 eastman ave • oakland ca 94619
(510) 220-1589 • kusumcimmel@gmail.com

Education

San Jose State, San Jose, CA • Graduated May, 2008

Masters of Social Work & Pupil Personnel Services Credential (PPSC)

UC Santa Barbara, Santa Barbara, CA • Graduated June, 2000

B.A. in Cultural Anthropology & Global Studies

Professional Experience

Oakland Unified School District • Oakland, CA

Social Worker • August 2008 – June 2012

- One-on-one therapy sessions and group therapy sessions
- Case management of students with "Emotional Disturbance" and IEP's
- Coordinate with administrators or other school staff for behavioral or academic concerns
- Attend court hearings or other needed meetings on behalf of students

San Francisco Unified School District • San Francisco, CA

Intern Therapist • September 2007 - June 2008

- Individual therapy with students at June Jordan School for Equity High School and Everett Middle School
- Family therapy & support when needed
- Assessment and referral for outside services when needed
- Attend IEP, SST and other school related meetings
- Collaborated with school staff in supporting students' success

Independent Living Skills Program • San Francisco, CA

Life Skills Instructor • January 2007 - August 2007

- Developed curriculum for 11 week cycle of life skills workshops
- Facilitated weekly workshops for 12-15 adolescent girls in a drug and alcohol treatment program
- Developed and facilitated a summer program for older adolescent foster care youth

Eden Children's Services: Alameda County Mental Health Services • San Leandro, CA

Intern Therapist • September 2006 - May 2007

- Individual therapy with children
- As-needed family therapy with clients and their families
- Attended IEP and other school-based meetings related to my clients

San Francisco YouthWorks: program of JCYC • San Francisco, CA

Placement Specialist/ Youth Leadership Team Coordinator • August 2003 - August 2006

- Facilitated trainings including Pre-Employment Trainings, Job Search Trainings and Life Skills Trainings.
- Coordinated a group of 10-12 youth in the Youth Leadership Team (YLT), which included facilitating weekly meetings, anti-oppression trainings and fostering leadership development.
- Implemented a leadership development program for returning YLT members to become facilitators.
- Managed a case load of 45-55 students and offered them support and empowerment in their jobs.

Berkeley Food and Housing Project • Berkeley, CA

Counselor • January 2002 - August 2003

- Case management and counseling clients toward future goals and life skills.
- Helped to maintain a safe environment for the shelter and approximately 30 clients.
- Client intakes, filling out paperwork and keeping track of daily reports in the log book.

Facilitation/ Training Work

California Institute of Integral Studies (CIIS) • September 2010- January 1012

Facilitated several workshops on Racism and the Mental Health System

Japanese Community Youth Council • January 2008

Facilitated workshop: Cultural Competency

White Privilege Conference • April 2007 & April 2008

Facilitated workshop: Race & Cultural Competency in the Mental Health System

AACE Talent Search/ College Access Center • October 2007

Facilitated workshop: Team Building and Work Styles

JAYS Youth Program • October 2007

Facilitated workshop: Facilitation Skills 101

Volunteer & Community Work

San Francisco Women Against Rape (SFWAR)

Rape Crisis Counselor/ Peer Support Counselor • April 2003 - Present

- On-call medical advocate, accompanying rape survivors in the hospital during medical exams
- Peer-counselor to individual sexual assault survivors through one-on-one weekly sessions
- Rape crisis counselor for 24-hour crisis hotline

Y-Step: Youth Step Towards Addressing Racism:

(Racial Justice Training Program for White Youth)

Founder/ Core Organizer • May 2003 – Present

- Program & organizational development
- Curriculum development & workshop facilitator
- Volunteer & training coordinator

Further Education

School of Unity & Liberation, 2006

3-day: Curriculum development, political education information and skill building

Facilitation Skills, Mayors Youth Employment & Education Program • January 2005

1-day: Facilitation Skills, Activities and Resources Training

People's Institute West • October, 2003

2-day: Undoing Racism Training

San Francisco Women Against Rape • April 2003 – July 2003

80-hours: Training program to become a certified rape crisis counselor

Community Network for Youth Development • January, 2002

3-day: Principles of youth development and how to implement these principles in current work

References

Erin Hughes, Wellness Program Coordinator- June Jordan School for Equity- SFUSD
(510) 501-7607 cell (415) 452-4602 office

Aumijo Gomes, YouthWorks Program Director
(415) 202-7911 ex: 107 office

Lisa Thomas-Adeyemo, Director of Counseling- San Francisco Women Against Rape
(415) 861-2024 ex: 302 office

[View assistance for SAM.gov](#)

SAM.gov will be down for a maintenance window this Wednesday night, 9/3/2014, from 9:00 PM to 11:00 PM (EDT).

Search Results

Current Search Terms: kusum* crimmel*

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.

No records found for current search.

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



Certificate of Insurance (Proof of Coverage) Date Issued: (8/29/2014)

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

Insured Name and Mailing Address*		Program Administrator
Name	Kusum Crimmel	Administered By: CPH and Associates 711 S. Dearborn, Suite 205 Chicago, IL 60605 P. 312-987-9823 F. 312-987-0902 info@cphins.com Underwritten By: Philadelphia Indemnity Insurance Company
Street	3167 Eastman Ave.	
City	Oakland	
State	California	
Zip	94619	

**Additional insured locations are often requested by individual business owners who have more than one office. Your coverages portable, meaning that you are covered at any location for practice under the occupation(s) listed on your policy.*

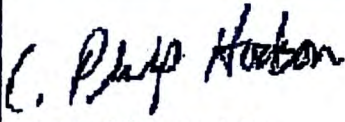
Coverage

Policy #: PHCPE120295	Effective Date: (8/24/2014)	Expiration Date: (8/24/2015)
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

Limits of Liability

Each Occurrence (Per individual claim)	Aggregate (Total amount per policy year)	Coverage Part
\$1,000,000.00	\$3,000,000.00	Professional Liability
\$1,000,000.00	\$3,000,000.00	General Liability <small>Includes: General Liability, Fire & Water Legal Liability and Personal Liability</small>
\$15,000	\$15,000	Property Coverage
\$1,000,000.00	\$3,000,000.00	Supplemental Liability
Unlimited	Unlimited	Defense Expense Coverage
\$35,000	\$35,000	State Licensing Board Investigation Defense Coverage
\$15,000	\$15,000	Assault Coverage
\$10,000	\$35,000	Deposition Expense Benefit
\$5,000/person	\$50,000	Medical Expense Coverage
\$15,000	\$15,000	First Aid Coverage

Description/Special Provisions:
General Liability Insured Location(s):
 1) 4351 Broadway Oakland, CA 94611

Certificate Holder	Cancellation
OUSD, Risk Management Dept 900 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Holder has also been added to the policy as an additional insured:** XYes / _No **If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).	 Authorized Representative C. Philip Hodson

DISCLAIMER:The Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend, or alter the coverage afforded by the policies listed thereon.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015

Basic Directions

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

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

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

Attachment Checklist

- 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.sam.gov/>)
- 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)

SEP 11 2014

HIGH SCHOOL NETWORK

OUSD Staff Contact Emails about this contract should be sent to: (required)

richard.fairly@ousd.k12.ca.us

Contractor Information

Contractor Name	Kusum Crimmel	Agency's Contact	Kusum Crimmel			
OUSD Vendor ID #	I005744	Title	Owner			
Street Address	3167 Eastman Ave.	City	Oakland	State	CA	Zip 94619
Telephone	(510) 220-1589	Email (required)	kusumcimmel@gmail.com			
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	8/20/2014	Date work will end	6/30/2015	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 46.12	Number of Hours (required)	1080		

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
0000	Unrest - Instr	3051110101	5825	\$ 49,809.60
			5825	
			5825	
Requisition No. (required)	R0150765	Total Contract Amount		\$ 49,809.60

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	Staci Ross-Morrison	Phone	(510) 450-5400
	Site / Department	Oakland Tech High School		Fax	(510) 450-5428
	Signature	<i>[Signature]</i>		Date Approved	9-10-14
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	
3.	Regional Executive Officer				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000				
	Signature	<i>[Signature]</i>		Date Approved	
	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		P1502204	