

Board Office Use: Legislative File Info.	
File ID Number	14-1128
Introduction Date	6-25-14
Enactment Number	14-1053
Enactment Date	6/25/14



Memo

To The Board of Education

From Gary Yee, Ph.D., Superintendent *Y*
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date
(To be completed by Procurement) _____

Subject Professional Services Contract -
Breakthrough Collaborative, San Francisco, CA (contractor, City State)
922/Family, School, and Community Partnerships Department (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Breakthrough Collaborative. Services to be primarily provided to Family, School, and Community Partnerships for the period of 6/16/2014 through 8/15/2014.

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

OUSD's 21st Century Community Learning Center (21st CCLC) grants include Supplemental funding to support summer learning programs, operated in partnership between schools and community organizations. In order to fulfill the grant requirements, OUSD is contracting with community partners to provide 6 hours daily of summer academic, enrichment, and physical activity services to OUSD students for 2 – 6 weeks over the summer. Summer services will be delivered at OUSD school sites. Summer providers will work in partnership with OUSD's After School and Summer Learning units to align summer program goals with district priorities for student achievement, health and wellness, and social-emotional learning.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and Breakthrough Collaborative, San Francisco, CA, for the latter to provide at least 6 hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss; program activities will be based on youth development quality standards; work collaboratively with the OUSD Summer Learning Office and After School Programs Office to ensure that students in need receive at least 6 hours of daily summer learning, enrichment, physical activity, and support services for 4 weeks (varies, depending on agency- please customize the number of weeks for each contract) in the summer; conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals at Claremont Middle School for the period of June 16, 2014 through August 15, 2014, in an amount not to exceed \$22,620.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Breakthrough Collaborative. Services to be primarily provided to Family, School, and Community Partnerships for the period of 6/16/2014 through 8/15/2014.

Fiscal Impact Funding resource name (please spell out) 4124 / 21st CCLC
 not to exceed \$ 22,620.00

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

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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

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

- Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 6/16/2014 or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400, whichever is later. The work shall be completed no later than 8/15/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Twenty Two Thousand, Six Hundred Twenty Dollars (\$22,620.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- 4. Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 - Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- 5. Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A which shall not exceed a total cost of \$ _____.
- 6. 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.

- 7. 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: Julie McCalmont
Site /Dept.: 922/Family, School, and Community Partnerships
Address: 746 Grand Avenue
Oakland, CA 94610
Phone: (510) 273-1576

CONTRACTOR:

Name: Breakthrough Collaborative / Heidi Erbe
Title: Senior Director, Teacher, Leader & Program Development
Address: 545 Sansome Street, 7th Floor
San Francisco, CA 94141
Phone: (415) 442-0605

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

9. **Status of Contractor:** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

10. Insurance:

1. Commercial General Liability Insurance: Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
 - iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
11. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
 13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
 14. **Drug-Free / Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
 15. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
 16. **Copyright/Trademark/Patent/Ownership.** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
 17. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
 18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
 19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 1. **Tuberculosis Screening**
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial: HLC
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
 21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Professional Services Contract

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/epls/search.do>)

Summary of terms and compensation:

Anticipated start date: 6/16/2014 Work shall be completed by: 8/15/2014 Total Fee: \$ 22,620.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent or Designee

Secretary, Board of Education

Date

6/26/14

Date

6/26/14

CONTRACTOR

Contractor Signature

Date

Heidi Erbe

5/27/14

Heidi Erbe, Senior Director of
Print Name, Title Teacher, leader, & Program Development

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Ratification by the Board of Education of a Professional Services Contract between the District and Breakthrough Collaborative, San Francisco, CA, for the latter to provide at least 6 hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss; program activities will be based on youth development quality standards; work collaboratively with the OUSD Summer Learning Office and After School Programs Office to ensure that students in need receive at least 6 hours of daily summer learning, enrichment, physical activity, and support services for 4 weeks (varies, depending on agency- please customize the number of weeks for each contract) in the summer; conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals at Claremont Middle School for the period of June 16, 2014 through August 15, 2014, in an amount not to exceed \$22,620.00.

SCOPE OF WORK

Breakthrough Collaborative will provide a maximum of _____ hours of services at a rate of \$_____ per hour for a total not to exceed \$ 22,620.00 . Services are anticipated to begin on 6/16/2014 and end on 8/15/2014 .

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 deliver at least 6 hours of daily summer academic support and enrichment to OUSD students who are in need of summer services to counter summer learning loss. Program activities will be based on youth development quality standards. The contractor will work collaboratively with the OUSD Summer Learning Office and After School Programs Office to ensure that students in need receive at least 6 hours of daily summer learning, enrichment, physical activity, and support services for 4 weeks (varies, depending on agency- please customize the number of weeks for each contract) in the summer. The contractor will conduct outreach for summer student recruitment, will communicate with families regularly over the summer, will fulfill OUSD grant reporting requirements including submission of summer attendance records, and will maintain communication with the OUSD Summer and After School units to review progress on summer program goals. The contractor will abide by all 21st Century grant requirements detailed in the standard after school Lead Agency MOU. Specific summer program activities are outlined in the attached Summer Program Plan.

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.

Summer learning programs are critical in countering summer learning loss in students. Students will greatly benefit from the opportunity to participate in a full 6-hour summer learning program. The summer learning program will provide students with a safe and supportive place to spend their summer. Students' physical and social-emotional health and well-being will be supported through the summer program's academic, enrichment, and support services. As a result of the summer learning program, students will return to school in the fall feeling more engaged in learning, more connected to the school community, and less affected by summer learning loss. As a result, students will be more prepared to engage in a new school year of learning and more ready to attend school on a daily basis.

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

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

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

Please select:

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/7/2014

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. Ext): (415) 978-3800 E-MAIL ADDRESS: kberkman@calrob.com	FAX (A/C No.): (415) 978-3825
	INSURER(S) AFFORDING COVERAGE	
INSURED The Breakthrough Collaborative 545 Sansome Street #700 San Francisco CA 94104	INSURER A: Great American Insurance Group	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

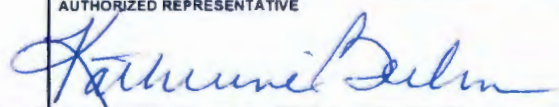
COVERAGES **CERTIFICATE NUMBER:** CL142510247 **REVISION NUMBER:**

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PAC 4884686 06	2/21/2014	2/21/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY			PAC 4884686 06	2/21/2014	2/21/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input 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) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			UMB4884687	2/21/2014	2/21/2015	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L EACH ACCIDENT \$
							E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: Summer 2014 Program

Oakland Unified School District is included as additional insured as per the attached endorsement

CERTIFICATE HOLDER Oakland Unified School District 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 

POLICY NUMBER: PAC4884686 06

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED PERSON OR
ORGANIZATION**

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

All entities named on the attached certificate of insurance

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

THE INSURANCE provided under this endorsement is primary and non-contributory to any other valid & collectible insurance carried by the additional insured entity.



545 Sansome Street, Ste 700

San Francisco, CA 94111

Phone 415.442.0600

Fax 415.442.0609

www.breakthroughcollaborative.org

Renée McMearn, Contract Analyst
Family, School, and Community Partnerships
Oakland Unified School District
746 Grand Avenue
Oakland, CA 94610

May 27, 2014

Dear Oakland Unified School District,

Please accept this letter as verification that all employees and volunteers working at Breakthrough Oakland during the summer of 2014 will be fingerprinted and background checks and negative TB test results will be collected before they begin working with students.

The following employees work for OUSD and have already been fingerprinted and TB tested through the Oakland Unified School District:

Celia Bermeo (teacher at Chabot Elementary)

Theodsa Battiest (teacher at Chabot Elementary)

Julia Lehman (teacher at Urban Promise Academy)

Please let Breakthrough know if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Heidi Erbe". The signature is written in a cursive style with a large initial "H" and a long, sweeping underline.

Heidi Erbe

Senior Director, Teacher, Leader, and Program Development

OUSD Summer 2014 Lead Agency Program Plan

This document serves as the lead agency application and planning tool for the Summer 2014 program. Please be as detailed as possible when completing the following summer program plan. In order to have priority consideration in our selection of OUSD Summer Lead Agency Partners, this program plan must be submitted electronically and in hard copy to the OUSD After School Programs Office, no later than Friday, January 10.

Submission Date: March 12, 2014	Name and Title of Person completing this plan: Heidi Erbe	
SECTION 1: Lead Agency Information		
Lead Agency Name: Breakthrough Collaborative	Lead Agency Address: 545 Sansome St., San Francisco, CA 94111	
Lead Agency Phone: (415)442-0605	Lead Agency Fax: (415)935-2351	
Main Contact Person: Heidi Erbe	Email: herbe@breakthroughcollaborative.org	Phone: same

SECTION 2: Description and Rationale for selection of Lead Agency
Please provide a narrative description of the agency that is managing the summer science project. Describe the agency infrastructure and systems of support that will support your agency's successful implementation of summer programming.

Breakthrough Collaborative will launch a comprehensive teaching and learning program in Oakland, California in the summer of 2014 with the purpose of providing a four-year academic and leadership program for underserved middle and high school students; training and professional development for local teachers; and a robust pipeline of top talent for the city's teaching pool. Built on a model proven by 35 years of success and characterized by continuous improvement, Breakthrough provides a transformative experience for our students, Teaching Fellows, and Instructional Coaches.

Breakthrough Collaborative has sites in 27 cities around the country and our student body consists of 2,800 underserved middle-school students. Breakthrough demonstrated success with launching new district-based programs in 2013, with a successful pilot in Birmingham, Alabama in partnership with Teach for America, the University of Alabama at Birmingham, and the Birmingham School District. Students at Breakthrough Birmingham demonstrated five months of literacy growth (on the externally-validated Renaissance Learning STAR Assessment) over the six-week summer program. As in Birmingham, Breakthrough's Director of Teacher & Leader Development will launch Breakthrough Oakland alongside our new Oakland Site Director. The Director of Teacher & Leader Development will bring eight years of experience running program and training teachers and coaches. In addition, Breakthrough Collaborative's team of twelve professional staff will support the launch and ongoing sustainability of Breakthrough Oakland.

In its first year, Breakthrough Oakland will serve roughly 40-50 rising 6th-grade students, scaling to serve at least 200 students annually in grades 6 – 9. During the summer of 2014 in Oakland, Breakthrough will use its innovative Students Teaching Students and Teachers Training Teachers models to:

- Offer 40-50 underserved youth 240 hours of academic instruction in math, science, and literacy, as well as study skills, public speaking, and leadership development over an intensive 6-week summer program.
- Recruit 12 outstanding college students to participate in a 9-week teaching residency in which they receive two weeks of intensive training before teaching middle-school students during 6-week summer sessions.
- Select and train 4 highly effective professional teachers to serve as Instructional Coaches to train, coach, guide, and inspire Teaching Fellows during their 9-week residency.

SECTION 3: Lead Agency Mission

Please describe your agency's mission. Describe how serving as a Summer Lead Agency for OUSD summer programs fits into your agency's mission, vision and/or goals.

Breakthrough Collaborative, founded in San Francisco in 1978 as "Summerbridge" and renamed in 1991 to reflect our growing national profile, is a pioneer in the development and practice of Students Teaching Students and Teachers Training Teachers—two uniquely collaborative models of instruction that unlock the extraordinary potential for students and teachers of all ages to engage each other in learning, teaching, and leading. For more than 35 years, Breakthrough has quietly, consistently honed this cycle of reciprocal learning to increase the odds of success for all of our students, from middle-school through college, and for all of our teachers, from high school through retirement. Breakthrough paves the path to four-year colleges for underserved students; increases the quality, quantity, and diversity of the teaching pipeline; and develops career educators as instructional leaders. Breakthrough's efficacy has been confirmed by Stanford University and the American Institutes of Research's independent, quantitative, quasi-experimental, longitudinal study of student outcomes; pre- and post-summer session student assessments; and retrospective study of Breakthrough teachers.

Breakthrough Collaborative has developed an innovative and sustainable model for replication to achieve even greater impact. Partnering directly with urban school districts through a fee-for-service model under the 501(c)3 of the national office, Breakthrough is able to bring its innovative program into communities across the country for local impact supported and informed by national infrastructure and expertise. This summer, we are launching in OUSD because of the district's investment, engagement, and support.

In that context, Breakthrough commits to:

- Hire a Site Director to oversee all aspects of the Breakthrough program;
- Orient and train the Site Director (at national office and with local sites);
- Build a presence in the community;
- Develop an outreach campaign at local middle schools;
- Recruit Teaching Fellows from top universities across the U.S.;
- Make in-roads with local universities;
- Identify and recruit outstanding local teachers as Instructional Coaches;
- Deliver training to all Teaching Fellows and Instructional Coaches.

Our summer-one goals for Breakthrough Oakland are as follows:

- 40 or more middle school students will complete the summer program in the first year;
- Students will average at least 3 months progress measured by the Renaissance Learning STAR Math Assessment and Renaissance Learning STAR Literacy Assessment;
- Students will average at least 90% attendance;
- 80% or more of Breakthrough Teaching Fellows will express interest in pursuing careers as teachers or educational leaders; and
- 80% or more of Breakthrough Instructional Coaches will report that their Breakthrough experiences increased their instructional leadership skills.

SECTION 4: Summer Program Hubs

How many Summer Program “Hubs” does your agency have the capacity to serve this summer: 1

List below all preferred Summer Program “Hub(s)” that your agency is interested in serving this summer, and briefly indicate reason for your interest. Also name your summer site coordinator for each hub, if known at this time. (Add additional rows below if needed.)

Summer Hub(s) your agency is interested in serving:	Brief reason for your interest in this hub(s)	Name of Summer Site Coordinator (if known at this time)
Breakthrough Oakland at Claremont Middle School	The Richardson brothers have demonstrated the interest and the capacity to host Breakthrough.	Heidi Erbe

SECTION 5: Summer Program Quality Team

Please list the members of your agency’s summer program quality team. This team should include 2–4 key stakeholders involved in the planning, implementation, and assessment of the summer program. In addition to the Summer Site Coordinator, team members may include an Agency Director, and key summer program staff. It is understood that members of the quality team will participate at varying levels in summer planning meetings and trainings, given their availability and role within the project. **Please designate a quality team leader with an asterisk (Example: Jamie Smith*).** The team leader is considered to be the project liaison and will be the main person responsible for corresponding with OUSD and Partnership for Children and Youth staff.

Name	Title	Email	Phone
Heidi Erbe*	Director, Teacher & Leader Development	herbe@breakthroughcollaborative.org	(415)442-0605
Nancy Diao	Interim Executive Director	ndiao@breakthroughcollaborative.org	(415)442-0608
Maureen (Mo) Yusuf-Morales	Director, Instructional Design	myusufmorales@breakthroughcollaborative.org	(917)580-6231
Rachel Martinez	Director, National Recruitment and University Partnerships	rmartinez@breakthroughcollaborative.org	(415)655-7709
TBD—hiring now	Oakland Site Director		
TBC—hiring now	Four Instructional Coaches		

SECTION 6: Summer Program Quality Learning Community Meetings, Trainings, and Professional Development

Summer program quality learning community meetings will occur on a monthly basis (January-October 2014) in collaboration with OUSD and Partnership for Children and Youth (PCY) staff. These meetings will support agencies and program sites in planning, implementation, technical assistance, and evaluation of

summer programs. The Summer Learning Community meeting schedule will be distributed to selected summer lead agency partners in December. Summer Site Coordinators and Agency Directors are expected to attend the monthly Summer Learning Community meetings.

In addition to the monthly Summer Learning Community Meetings, approximately 15 – 18 hours of additional summer training will be provided to summer program staff and site coordinators. These line staff trainings will focus on topics such as high quality summer STEM, physical activity, and enrichment. A schedule of trainings for summer program staff will be provided by March, and trainings will occur between April – June. Summer program staff will be required to attend these summer trainings.

Assurances: (please initial each item)

(tbd) I understand that as a Summer Lead Agency partner, our Summer Site Coordinator(s) and agency director will be required to participate in a monthly Summer Learning Community, co-facilitated by Partnership for Children and Youth and OUSD.

(tbd) I understand that my summer program staff will be required to attend 15 – 18 hours of training that will build their capacity to implement high quality summer enrichment and academic programming.

__HLE__ I will allocate summer contracted funds and in-kind agency funds, as needed, to ensure that my staff attend all required summer meetings and trainings detailed above.

__HLE__ I am applying to be a summer lead agency partner because my agency has capacity to deliver high quality summer enrichment and academic programming to OUSD students. In addition to the meetings and trainings listed above, my agency will provide our summer staff with adequate youth development training, planning time, coaching, and support before summer begins and over the course of the four-week summer program so that staff can deliver high quality services to students. My agency is committed to strengthening the youth development practices of our summer staff.

Agency Professional Development Plans

Please detail below your agency's own professional development plans and schedule for summer staff:

Teaching Fellow Recruitment, Selection, and Training

Breakthrough uses an online platform to centrally manage the recruitment, application, selection, and placement of hundreds of Teaching Fellows annually. We use extensive campus networks from across the U.S, including the top-twenty most competitive universities, historically Black Universities, and all of the Ivy League Schools. The application process requires prospective teachers to submit essays, sample teaching videos, transcripts, and recommendations from professors or supervisors who evaluates them on seven of our Leadership Competencies. Applicants who progress to the final round of the selection process are invited for an interview with a director.

At the beginning of the summer, Breakthrough will train Fellows for two weeks in a research-based, data-driven common model of instruction for effective lesson planning, instructional strategies, and classroom management. Teaching Fellows will learn how to develop and task analyze measurable objectives, teach to multiple modalities in small cycles or chunks, overtly engage 100% of the students with the objective every 3-5 minutes, gradually release responsibility through carefully scaffolded practice, and establish rules, routines, and high standards for classroom behavior. The training provides aligned templates and curricula. Teaching Fellows learn and regularly engage in

collaborative lesson study, developing habits of data-driven instruction in their departments, which function as highly effective professional learning communities.

Instructional Coach Development

Instructional Coaches, professional teachers from local middle and high schools, supervise and guide Teaching Fellows over the course of the summer. Coaches are trained by Breakthrough to use a research-backed framework for teacher training that emphasizes continuous feedback and evaluation to create immersive learning environments. Providing Teaching Fellows with six weeks of observations and feedback, lesson development, and classroom management training, is a unique professional development opportunity for Coaches to examine their own practices while working collaboratively with their peers.

SECTION 7: Summer Program Information

Projected # of Program Days your program will operate during the Summer:
 (Please note that the OUSD Morning Summer Program will operate for 19 days, from June 23 – July 18, with program closure on July 4th)

30 days (see Appendix III for the calendar of events)

Grades Served: rising 6th-graders

Projected enrollment for summer hub: 40-50 students

Using the OUSD Summer Learning Goals as a guide, state 2-4 Agency/Site Youth Learning Goals for Summer Program Participants:

Breakthrough evaluates students’ progress and development through a matrix of key indicators, including the Renaissance Learning STAR Math Assessment and Renaissance Learning STAR Literacy Assessment. Longitudinally, we evaluate our students' success by their matriculation into college-preparatory high-schools. We then track our students into four-year colleges through our partnership with the National Student Clearinghouse, which gives us annual data on our students' college enrollments.

See Appendix I for all evaluation metrics.

Hours of Operation (Please note that morning summer school will operate from approximately 8:15 – 12:15 daily.
 Your afternoon summer program will operate from approximately 12:15 – 3:15 daily; all students must be off-site by 3:30pm and staff must be off site by 3:45 as the building will be promptly locked at 4pm daily):

8am to 4pm daily (see Appendix IV for more information)

Proposed Daily Program Schedule and Expected Activities:

- Please note that all programs will be expected to provide daily hands-on academics (ie. STEM), enrichment, physical activity, community building activities, and daily afternoon snack (provided by OUSD), between the hours of 12:15 – 3:15.
- Please include staff prep and clean-up/debrief times on your daily schedule below.

Please see the attached schedule.

Over the course of the next six months, summer lead agency partners will receive guidance and training on developing summer program plans. We are interested in learning about your current ideas for high quality summer programming and the curriculum/resources you plan to utilize. In the boxes below, please describe your plans for summer academics, enrichment, physical activity, and community building.

Hands-on Academic Activities: (please describe your planned academic activities, including learning goals and curriculum/resources you will use to ensure high quality programming that supports students' application of math, reading, writing, science, and/or critical thinking skills)

The intensive six-week summer session will be highly rigorous, designed to accelerate learning through best practices in individual disciplines, preparing students for success in eighth-grade Algebra, literature courses, lab-based sciences, and high-school writing classes (all aligned with the Common Core). The program will run Monday-Friday, seven to eight hours every day for a total of 210 to 240 hours of extra school time. Breakthrough classes have a maximum of 10 students and one teacher to ensure there is no "back of the room," and all students are engaged every day in every class. Every night, students are expected to complete two hours of homework.

Enrichment Activities: (please describe your planned enrichment activities, including learning goals, and curriculum/resources you will use to ensure high quality youth development programming)

In addition to participating in core academic courses, the Breakthrough students will take part in two elective courses of their choice (arts and crafts, computer programming, typing, poetry, music, band, sports, etc.), an advisory class four days a week (focused on study skills, organization, time-management, and other non-cognitive factors that are critical for student success in middle school, high school, and college), a daily All School Meeting (where students practice public speaking and facilitation of whole-group activities), and Friday events. The Friday events include dynamic field trips, ranging from visits to universities to community-service projects.

Throughout the summer, Breakthrough students will engage in critical thinking, problem solving, oral and written communications, and collaboration and teamwork. Breakthrough uses a Leadership Competency Model that serves as a roadmap for students and Teaching Fellows as they progress and develop knowledge, skills, abilities, and traits to succeed academically and in the work force. The Model is aligned with participant selection, curricula, and evaluation to serve as barometers of students' long-term success.

Physical Activity: (please describe your planned physical activities, including learning goals and curriculum/resources you will use to ensure well-structured, moderate-rigorous daily physical activity for all students)

Students will participate in 20 minutes of recess every day. Teaching Fellows will facilitate structured activities during the recess block, including four-square, knock-out, kickball, and other team-oriented games. During our Olympic celebration, one of our Friday events, students will all engage in physical and intellectual challenges, and will practice sportsmanship, teamwork, and collaboration. In addition, some students will opt into a sports electives.

Community Building: (please describe what community building activities you will integrate into your program schedule, and what curriculum/resources you will use to ensure high quality community building activities; please include planned "Summer Bridge" transition support activities for middle schools serving incoming 6th graders)

Families will be engaged as critical partners in students' learning and success. We will hold individual family interviews, pre-summer family orientation, and Family nights every two weeks throughout the summer. Back to School Night offers families the opportunities to meet each of their children's Teaching Fellows. Student-led parent-teacher conferences in the middle of the summer are used to facilitate communication and collaborative between directors, Teaching Fellows, and family members. Students will share their successes and goals with their families, and will reflect on their work in academic classes and advisory class (an essential component of the advisory curriculum will be lessons and conversations on the middle school transition). At the end of the summer, students, families, teachers, and community members will come together for Celebration, a closing ceremony in which students display their presentations of learning, present their portfolios to their families, and reflect on their experiences. After wrap-up and evaluation week, every family will receive a comprehensive evaluation of the child's progress over the summer.

SECTION 8: Summer Program Recruitment Strategies and Timeline

Briefly describe your anticipated summer program student recruitment activities and timeline. (please note that OUSD and PCY will give you additional guidance regarding summer program recruitment) Additionally, please respond to the following questions:

As a Summer Lead Agency partner for an OUSD Summer Program "Hub", you will be responsible for recruiting summer program participants from all the feeder schools that will feed into your summer hub (potentially 1-3 other schools in addition to the host site where the summer program will take place).

- How would you work to ensure equitable enrollment of students from all the feeder schools into the summer hub?
- Considering that you may not be the after school lead agency partner at some of these feeder schools, how would you work collaboratively with the other lead agency partners and school leadership teams at the feeder schools to streamline summer recruitment processes and ensure that students who most need summer services receive it?

Breakthrough will recruit at elementary schools that send students to Claremont Middle School (we will also consider students who will be attending Montera, Edna Brewer, Bret Harte, and Westlake middle schools in the fall). Students will primarily come from Chabot, Emerson, Kaiser, MLK, Peralta, and Piedmont schools. Recruitment sessions will be coordinated through the schools' principals and 5th-grade teachers. All 5th-grade students will learn about the program through an interactive, multi-media recruitment presentation that is engaging and relevant for students, regardless of whether they choose to apply to Breakthrough. After the presentation, interested students will receive an application and will be invited to a family information night. Each student and his/her family will complete a 16-page application, which consists of student essays, family short-answer questions, a recommendation from the student's teacher, and grades and test scores from the school's main office. In April, select students and their families will be invited to a half-day interview, which involves a group activity, assessments, and a student/family interview with a director. Students will receive final notifications on their status in early May.

The student selection process is intentionally student driven—the students who are excited about working hard and preparing themselves for the next school year are most successful when they arrive at Breakthrough. We remind prospective students that Breakthrough students are motivated, hard-working individuals who are excited to make new friends while learning and having fun. Breakthrough students all aspire to go to college and are willing to push themselves to excel academically. Breakthrough is known to be a very challenging program. We accept only students who are willing to make mistakes, learn from them, and push themselves to their fullest potential.

Breakthrough is working with Claremont Middle School and additional select middle schools to ensure students have a cohort of Breakthrough students and staff who support their ongoing academic and social development through the school year. Our new Oakland Site

Director will partner closely with school leaders at the middle schools our students attend to discuss ongoing support and development of the Breakthrough students.

SECTION 9: Summer Line Staff Information (if known at this time)

To promote continuity between OUSD after school and summer programs, and to provide year-round work opportunities for talented youth development professionals in Oakland, we are particularly interested in seeing current, highly qualified Oakland after school workers become the summer program staff at our OUSD Summer Hubs.

Please list the name(s) of line staff whom you intend to hire as part of your summer program staff. Please note that the summer program must have a maximum 1:20 adult to student ratio.

Important Note: Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings. The Summer Site Coordinator and summer program staff must be hired **no later than April 4.**

Program Staff Name	Email	Current After School Site where he/she works	Anticipated summer program hub site	Did he/she work in an OUSD Summer Program last year?

We will be hiring four professional teachers, as many of them as possible from OUSD, for the Instructional Coach positions. Instructional Coaches will be confirmed by the end of April.

Please indicate how many total staff vacancies you anticipate you will need to fill in order to fully staff your proposed Summer Hub(s): 4 professional teachers

All summer program staff must be hired by April 4 in order to participate in initial summer trainings that may take place during the Spring Break in mid-April.

Important Note: Summer program staff will be expected to attend 15 – 18 hours of OUSD summer line staff trainings.

Please describe your planned job recruitment strategies to hire highly qualified individuals for OUSD Summer Program Hubs. Please summarize some of the key qualifications and characteristics your agency will look for in hiring highly qualified summer program staff.

Breakthrough will recruit professional OUSD teachers for the Instructional Coach positions through the school principals and district partners. Suggested outreach avenues include but are not limited to: the OUSD Leadership & Instruction Department, the OUSD Director of Communication, the Oakland Education Association, the OUSD summer learning website, and the OUSD Summer Resource Guide. Breakthrough is looking for professional teachers with exemplary skills with the following competencies: sense of mission, leadership, coaching, verbal and written communication, personal development, agility, organization, and critical thinking.

SECTION 10: Summer Program Budget

We anticipate that summer lead agency partners will be contracted summer funds at a rate of approximately \$13/student/day, which means that your summer contract will total approximately \$34,580 to serve 140 students/day for 19 days of the summer program (your agency will be paid this rate to provide 3 hours/day of afternoon services for students). These funds must cover summer staff salaries and benefits (for direct services, prep time, debrief time, and time for program staff to attend required trainings), Site Coordinator summer salary and benefits, program materials, curriculum, field trip costs, and agency administrative costs at no more than 4%. (Summer snack will be provided in-kind by OUSD Nutrition Services)

Using the lead agency budget template below, please project how your agency intends to use the contracted funds for summer program services at one Summer Program Hub.

Summer Expense	Anticipated Cost	Justification
Instructional Coaches	\$20,800	\$5,200 for four coaches
Teaching Fellows	\$30,000	\$2,500 in living reimbursements for 12 teaching fellows
Site Director Salary & Benefits	\$20,800	¼ of salary and benefits
Summer Site Coordinator Salary & Benefits	\$22,500	¼ of salary and benefits
Program supplies and materials	\$7,000	Recruitment materials, office supplies, printing, postage, copying, teaching supplies, etc.
Curriculum & Evaluation	\$5,000	Renaissance STAR Assessment, training support
Field trip costs	\$1,000	Bus rentals and drivers
Agency Administrative Costs (at no more than 4%)	\$3,200	BTC administrative costs
Other: Documentation	\$1,000	Photographer
TOTAL:	\$111,300 Total \$18,750 from OUSD	See the Breakthrough Commitment Letter

Summer Lead Agency In-Kind Contributions and Leveraged Resources:

Knowing that OUSD funds are limited for summer lead agency partners, what additional resources can your agency leverage in order to support high quality summer programming at OUSD Summer Hubs?

In-kind support includes:

- Facilities use:
 - Throughout the summer: 10 academic classrooms, elective classrooms, cafeteria, gym, auditorium, library, etc. (see Appendix III and IV)
 - Prior to the summer: office space and communal space for events (see Appendix II)
- Use of printers, copiers, phones, computers, etc.
- Technology support
- Administrative and attendance support
- Janitorial services
- Security and building maintenance
- Liability insurance and benefits for district and host school staff
- Breakfast, snack, and lunch for students

Important Note:

OUSD Summer Programs are free programs. Summer Lead Agencies **cannot** charge a summer program fee to participating families.

Revised: 12/1/13

Signature of Summer Lead Agency Director: Heidi Erbe, Director, Teacher & Leader Development

Appendix I: Evaluation Metrics

There are three key measures of programmatic success: students' academic achievement, Teaching Fellows' career interest in teaching, and Instructional Coaches' development as educators. The matrix of key student indicators includes pre-and post- summer assessments in math, writing, literature, and science; qualitative self-evaluation of study skills and academic aspirations; and measures of engagement, including attendance, homework completion, and retention. Pre-and post-summer Teaching Fellow and Instructional Coach surveys evaluate program impact.

Student academic assessments include:

- Math: Renaissance Learning STAR online, Common-Core-aligned adaptive math assessment, which will be implemented in 2014;
- Literacy: Renaissance Learning STAR online, adaptive assessment of reading comprehension; and
- Science: Internal assessment of content and processes.

Non-cognitive student skill development is measured by:

- Breakthrough's adaptation of the Values in Action (ViA) Youth Survey, Grit Scale, and Mindset Scale;
- Indicators of critical non-cognitive skills:
 - Metacognition: self-assessment and goal-setting through student-led parent conferences;
 - Persistence: attendance, homework completion, and retention over six-week summer session and three-summer commitment; and
- 360 Evaluation of growth by students, Teaching Fellows, and parents.

Teaching Fellows' efficacy as classroom teachers is measured by:

- 360 Evaluation of Measures of Effective Teaching by students, Teaching Fellows, and Instructional Coaches
- Internally developed Teacher Excellence Rubric pre-, mid-, and post-summer assessment
- Twice-weekly observations and growth conferences by Instructional Coaches
- Student achievement scores on pre- and post-assessments

Non-cognitive Teaching Fellow skill development is measured by:

- Weekly reflective practice journal entries
- Adaptation of Values in Action Survey
- Daily Collaborative Lesson Study Practice and Feedback
- Pre- and post-summer survey of aspirations and dispositions

Instructional Coaches' efficacy as Instructional Coaches is measured by:

- 360 Instructional Coach Excellence Rubric mid- and post-summer assessment by Teaching Fellows, Instructional Coaches, and Director

Non-cognitive Instructional Coach skill development is measured by:

- Adaptation of Values in Action Survey
- Post-Summer survey of skill development

Appendix II: General Facilities Use

- Family Info Night: Thursday, March 20, 6 pm – 7 pm, 50 participants, auditorium or large classroom, registration table set up in the main lobby
- Interview Day: Saturday, April 26, 7 am – 6 pm, auditorium for 60 people and five break-out rooms, main lobby
- Student Orientation and Assessment Day: Saturday, May 17, 9 am to 12 pm, auditorium for 120 and computer rooms for students to take assessments, main lobby
- Teacher Training (Intern Teachers and Instructional Coaches only): Monday, June 16 to Friday, June 27
 - Training room for 25 people, four additional classrooms
 - Teachers to set up classrooms later in this week
- Summer Programming—Monday through Friday, June 30 to August 8. Teachers will be in the building from 7 am to 6 pm (with some late night evenings until 10 pm).
 - 10 classrooms in one section of the school for academic classes in the morning
 - Alternative classrooms for elective classes in the afternoon (art, music, dance sports, etc.)
 - 12 classrooms for the afternoon advisory block (we could use the cafeteria and common spaces for several of the advisory groups)
 - A faculty room for 12 teachers to work, keep their stuff, and meet after school
 - An Instructional Coach office (close to the faculty room would be ideal)
 - An office for administrators (close to the faculty room would be ideal)
 - Cafeteria—to hold 50 students and 20 teachers, space for free-lunch program set-up
 - Auditorium—For All School Meeting at the end of the day. The cafeteria could work for this, but we will need audio set up with microphones as well as a projector and screen.
 - Gym or outdoor space—for recess, electives, and Friday events
 - Library—for study hall and recess, if possible
- End-of-summer Celebration—Saturday, August 9. We will be in the building from 10 am to 10 pm.
 - Auditorium and several large common spaces for student portfolios
- Evaluation Week—Monday, August 11 to Wednesday, August 13, 8am to 6pm
 - Teachers will clean their classrooms
 - Meetings will be in the faculty room

Appendix III: 2014 Summer Calendar

Monday (55 min blocks)	Tuesday (55 min blocks)	Wednesday (55 min blocks)	Thursday (55 min blocks)	Friday (45 min blocks)	Saturday
6/16 6am-6pm	6/17 7am-6pm	6/18 7am-6pm	6/19 7am-6pm	6/20 7am-6pm	
		Teacher Training			
6/23 7am-8:30pm	6/24 7am-6pm	6/25 7am-6pm	6/26 7am-6pm	6/27 7am-6pm	
		Teacher Training			
6/30 Week 1 7am-7pm	7/1 7am-7pm	7/2 7am-7pm	7/3 7am-7pm	7/4 No Breakthrough	
7/7 Week 2 7am-9pm	7/8 7am-7pm	7/9 7am-7pm	7/10 7am-7pm	7/11 Olympics 7am-7pm	
7/14 Week 3 7am-7pm	7/15 7am-7pm	7/16 7am-7pm	7/17 7am-7pm	7/18 College Day 7am-7pm	
7/21 Week 4 7am-9:30pm	7/22 7am-7pm	7/23 7am-7pm	7/24 7am-7pm	7/25 Career Day 7am-7pm	
7/28 Week 5 7am-7pm	7/29 7am-7pm	7/30 7am-7pm	7/31 7am-7pm	8/1 Family Day 7am-7pm	
8/4 Week 6 7am-7pm	8/5 7am-7pm	8/6 7am-7pm	8/7 7am-7pm	8/8 Celebration Dress Rehearsal 7am-7pm	8/9 7am-10pm
8/11 Evaluation Week 8am-6pm	8/12 8am-9pm	8/13 8am-6pm			

Appendix IV: Daily Schedule (Updated 3.6.14)

Mondays-Thursdays

Time	Activity	Rooms
7:30-7:40	Staff Huddle	Faculty Room
7:45-8:00	Greeting (cafe and outside)	Cafeteria and Outside by Drop-off
8:00-8:15	Breakfast (BT style attendance)	Cafeteria
8:20-9:15	Block 1	10 Classrooms
9:20-10:15	Block 2	10 Classrooms
10:20-11:15	Block 3	10 Classrooms
11:20-12:15	Block 4	10 Classrooms
12:20-12:50	Lunch	Cafeteria
12:50-1:15	Recess	Outside Field or Gym, Library
1:20-2:00	Advisory	10 Classrooms, two more small rooms
2:05-2:55	Elective	10 Classrooms, band room, drama space, cooking space, art room, computer lab, gym
3:00-3:35	Club Time/ Snack	10 Classrooms
3:40-3:55	All School Meeting (ASM)	Cafeteria/Auditorium
4:00	Student Dismissal	Outside by Drop-off
4:15- ~5:00*	Workshop (events or other)	Faculty Room
5:15-6:00	Faculty Meeting	Faculty Room

Fridays

7:30-7:40	Staff Huddle	Faculty Room
7:45-8:00	Greeting (cafe and outside)	Cafeteria and Outside by Drop-off
8:00-8:15	Breakfast (BT style attendance)	Cafeteria
8:20-9:05	Block 1	10 Classrooms
9:10-9:55	Block 2	10 Classrooms
10:00-10:15	Advisory/ Snack	10 Classrooms, two more small rooms
10:20-11:05	Block 3	10 Classrooms
11:10-11:55	Block 4	10 Classrooms
12:00-12:30	Lunch	Cafeteria
12:25-12:55	Recess	Outside Field or Gym, Library
1:00-4:00	Friday Afternoon Activity	Cafeteria (Gym for Olympics, Auditorium for Family Day, Auditorium for Dress Rehearsal)
4:00	Student Dismissal	Outside by Drop-off
4:00-5:00	Faculty Meeting	Faculty Room



Exhibit A PROJECT SUMMARY

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In that context, Breakthrough commits to:

- ✓ Hire a Site Director to oversee all aspects of the Breakthrough program;
- ✓ Orient and train the Site Director (at national office and with local sites);
- ✓ Build a presence in the community;
- ✓ Develop an outreach campaign at local middle schools;
- ✓ Recruit Teaching Fellows from top universities across the U.S.;
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- ✓ Identify and recruit outstanding local teachers as Instructional Coaches;
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Breakthrough

COLLABORATIVE

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Breakthrough evaluates student's results through a matrix of key indicators, including students' Algebra readiness through pre- and post-summer MDTP assessments. Longitudinally, we evaluate our students' success by their matriculation into college-preparatory high-schools. We then track our students into four-year colleges through our partnership with the National Student Clearinghouse, which gives us annual data on our students' college enrollments.

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BREAKTHROUGH AT-A-GLANCE

Breakthrough Collaborative, founded in San Francisco in 1978 as “Summerbridge” and renamed in 1991 to reflect our growing national profile, is a pioneer in the development and practice of — **STUDENTS TEACHING STUDENTS** — a uniquely collaborative model of instruction that unlocks the extraordinary potential for students to engage each other in learning, teaching, and leading.

At 34 sites in 25 cities, Breakthrough is able to:

- Provide **SIX-WEEK SUMMER SESSIONS** for rising seventh, eighth, and ninth graders to complete rigorous math, science, and literacy classes, as well as study skills, public speaking, and leadership development.
- Offer programming to over **2,800 UNDERSERVED YOUTH**: 92% are of color; 71% are low-income; 44% speak English as their second language; and 62% will be the first in their families to graduate from college.
- Recruit **850 TEACHING FELLOWS**—outstanding high school and college students—to participate in a **NINE-WEEK RESIDENCY** in which they receive two weeks of intensive training before teaching their middle-school peers for six weeks.
- Select and train over **100 HIGHLY EFFECTIVE PROFESSIONAL TEACHERS** annually to serve as Instructional Coaches to coach, guide, and inspire Teaching Fellows during their nine-week fellowship.



Breakthrough
COLLABORATIVE



Commitment Letter to Breakthrough Collaborative

Dear Breakthrough Collaborative,

On behalf of **Oakland Unified School District** ("**District Partner**"), we are pleased to submit this Commitment Letter on _____ (month/day/year) to support the efforts of Breakthrough Collaborative, Inc. ("**BTC**"), a 501c(3) California corporation, launching a Breakthrough site in Oakland, CA in 2014.

We acknowledge that BTC is a non-profit, non-partisan, and independent organization formed to increase the educational opportunities for underserved middle school students by recruiting and training college and high school students to teach them.

- 1.** Subject to the terms and conditions in this Commitment Letter, **Oakland Unified School District** agrees to commit the sum of **\$375** ("**Committed Funds**") per student to enable BTC to meet the academic needs of underserved middle school students in **Oakland Unified School District** in accordance with the terms of this Commitment Letter (the "**Project**"). In aggregate, the funding commitment is **\$18,750** for Year 1. Funding commitments for years 2, 3, and 4 will be calculated based on the number of students attending the program. Funding Partner will make the Committed Funds available to BTC no later than thirty (30) business days from the commence date of each summer program, assuming that the other conditions of this Commitment Letter are met, unless another date is agreed with BTC.
- 2.** BTC will use the Committed Funds solely for the charitable and educational activities, and in accordance with the manner, set forth in Exhibit A, ("**PROJECT SUMMARY**") attached to this Commitment Letter. The District Partner authorizes the BTC to make use of the funds as BTC deems necessary and appropriate, on behalf of, and for the use by the Project and District Partner agrees that it has no rights in regard to how the Project is administered by BTC.
- 3.** The Project will recruit and select its own staff to conduct the activities of the Project, and will be responsible for managing Project staff.
- 4.** BTC and District Partner will each be responsible for filing and payment of their own state or federal taxes related to the Committed Funds.
- 5.** All right, title, and other ownership interests in and to the Project including, without limitation, tangible and intangible property, including copyrights and all other intellectual property, obtained or created in connection with the Project will be the sole property of BTC.
- 6.** This Commitment Letter will terminate on the earlier of the following: (a) mutual agreement of the parties which will be in writing and signed by each of them, or (b) written notice by one party of its intent to terminate the contract in the event of a breach of this Agreement by the other party, if such other party does not cure such breach within fifteen (15) business days after receiving such written notice; or (c) four years, whichever is longer.
- 7.** In the event this Agreement is terminated pursuant to Paragraph 6 above; i) the Committed Funds will not be transferred to any individual or entity outside of BTC for any purpose without the consent of the District Partner, and ii) under no circumstances will BTC be liable for repayment of the Committed Funds to the District Partner.



Breakthrough COLLABORATIVE

8. This Commitment Letter will be governed by, construed and interpreted in accordance with, the laws of the State of **California**. If any provision of this Commitment Letter is for any reason found to be unenforceable, the remainder of this Commitment Letter will continue in full force and effect.

9. District Partner will not, without the prior written consent of BTC, use the BTC name or any BTC trademark for any purpose, except in connection with the prosecution or defense of claims, lawsuits or governmental or regulatory audits or investigations, or except as may otherwise be required by law. In that event, District Partner will provide BTC with notice of such request in a timely manner sufficient to allow BTC an opportunity to object prior to such disclosure.

10. All remedies provided under this Commitment Letter are non-exclusive and are in addition to all other available legal and equitable remedies.

11. This Commitment Letter will not be assigned in whole or in part by either party without the prior written consent of the other and any attempt by either party to so assign this Commitment Letter will be invalid. No assignment will relieve either party of its obligations under this Commitment Letter, which is binding upon the parties' successors and permitted assignees.

12. This Commitment Letter and its Exhibits constitute the complete and exclusive agreement between BTC and District Partner with respect to its subject matter, and supersedes and replaces any and all prior or contemporaneous discussions, negotiations, understandings and agreements, written and oral, regarding such subject matter. This Commitment Letter may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. This Commitment Letter may be changed only by a written document signed by authorized representatives of BTC and District Partner.

13. In addition to this Commitment Letter, the initiation of the Project is subject to the negotiation and execution of an approved District Partner's standard Vendor Contract.

Sincerely,

Organization: _____

Name: _____

Title: _____

BTC, by signing below, agrees with the terms of this Commitment Letter and further certifies that its signatory is duly authorized to execute this Commitment Letter.

Breakthrough Collaborative, Inc.

Name _____

Title: _____

Date: _____

OAKLAND UNIFIED SCHOOL DISTRICT
Office of General Counsel
APPROVED FOR FORM & SUBSTANCE

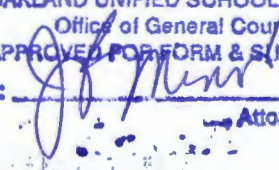
By:  _____
Attorney at Law

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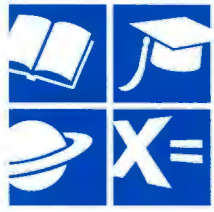
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Breakthrough Birmingham

2013

Impact Report



“Go Breakthrough! Breakthrough Birmingham is a magnificent program which opens the world of learning to the students that join this family. The energy, creativity, and collaborations that are exhibited are phenomenal. I love the way students and teachers are jointly in control of their knowledge. I witnessed an enormous increase in some of the students’ self-efficacy from pre to post Breakthrough.

This is a much needed program within our demographics and being a member of the team that creates an atmosphere which guides and encourages ALL students toward college makes me smile. With Breakthrough Birmingham, the sky is the limit! Love It!”

— Tywana Pressley, W.E. Putnam Middle School Teacher
Breakthrough Birmingham Student Support Specialist



Breakthrough Birmingham's Inaugural Summer

In partnership with Birmingham City Schools and the University of Alabama at Birmingham, Breakthrough Collaborative was thrilled to launch Breakthrough Birmingham, a new Breakthrough site in Birmingham, Alabama in the summer of 2013. Built on Breakthrough's *Students-Teaching-Students* model, refined over three decades and in practice at 33 sites in 25 cities across the country, Breakthrough Birmingham made a significant impact through the intensive experiences provided to students, Intern Teachers, and Instructional Coaches. In its first year, Breakthrough Birmingham served an initial cohort of seventh-grade students, and will scale to serve at least 300 students annually in grades seven through nine.

The Students

- 4 Birmingham City Schools
 - Hayes K-8 School, J.H. Phillips Academy, W.E. Putnam Middle School, and Malachi Wilkerson Middle School
- 100% students of color
- 85% low-income students
- 47% will be first-generation college graduates



The Staff

- 2 Directors
- 1 Student and Family Support Specialist
- 4 Instructional Coaches
 - Experience ranged from 2-14 years
 - 3 Birmingham City School Teachers
 - 2 Teach for America Alumni
- 12 teachers from 12 different colleges and 10 different states
 - Average GPA of 3.5
 - 58% People of Color

“This summer was a summer of growth. I particularly feel this growth is largely attributed to the structure of feedback that I received on a daily basis. I had such an incredible support system that automatically set me up for success this summer.”

— Victoria Solis, Breakthrough Birmingham Teacher



The Program

Students

- 6 weeks of programming
 - 5 days per week
 - 8 hours per day
- 4 academic classes: Literature, Math, Writing, Science
- Exciting Electives: Poetry, Music, Dance, Improvisation, Hands-on Science
- Advisory sessions on Bullying, Self-Awareness, Self-Advocacy, Goal Setting, Notetaking, Teambuilding, Managing Stress

Teachers

- 9-week commitment with extensive pre-summer preparation
- 150 hours of professional development

Co-Curriculum

- College Day at UAB
- Career Day with Birmingham professionals
- Trip to the Birmingham Zoo
- SpeakFirst Debate programming
 - 2-week debate program that culminated in a Breakthrough debate tournament



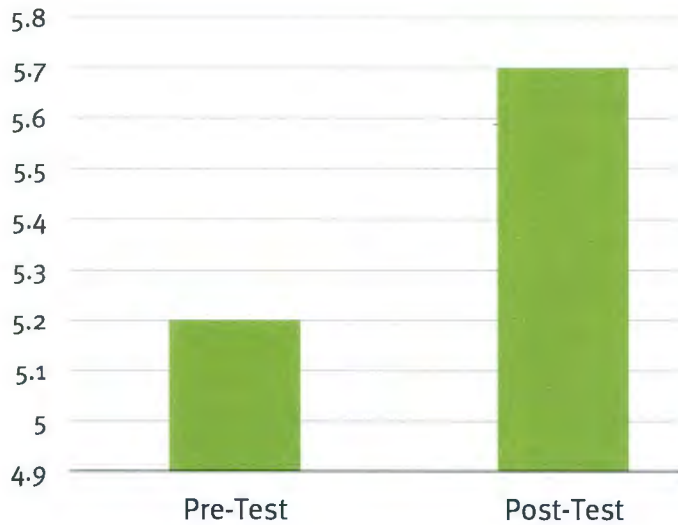
“The Breakthrough program had a huge impact on the Putnam students and has helped develop them into future leaders. The students continue to sing the praises of the program and are excited to continue the connection with the program and its teachers. Parents have expressed their delight in having their children participate in the program and have seen a great deal of growth and development in their kids.

As an administrator, it is always rewarding when students are exposed to academics in such a meaningful way and I look forward to additional collaboration with the program and am honored to have my students participate.”

— Brenda Dial, Principal, Putnam Middle School

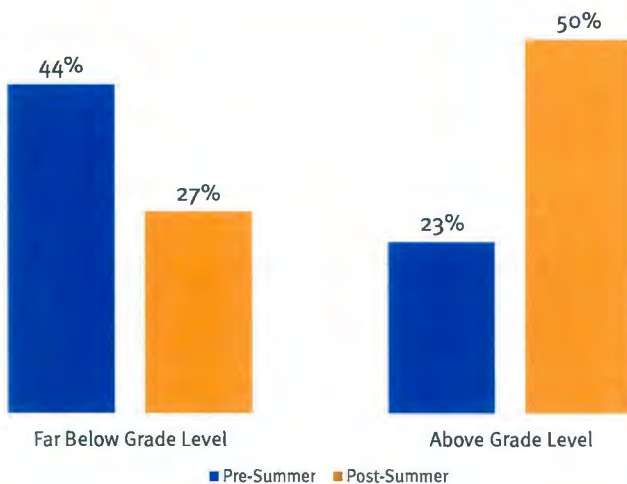
Student Achievement Growth: Reading

Instructional Reading Level



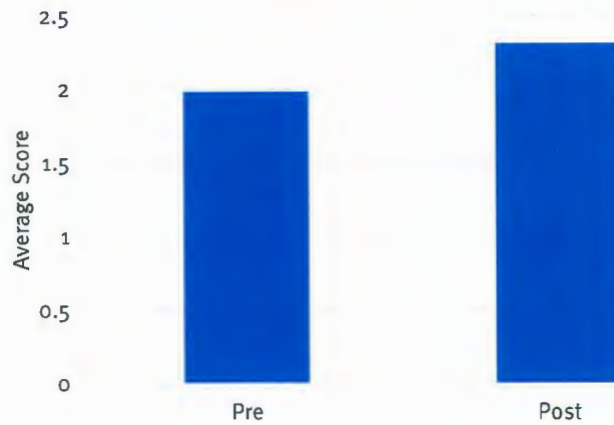
On the Renaissance STAR Literacy Assessment, students increased their reading levels by 5 months in just 6 weeks. Most low-income students lose months of reading skills over the summer.

Percent of Students at Grade Level



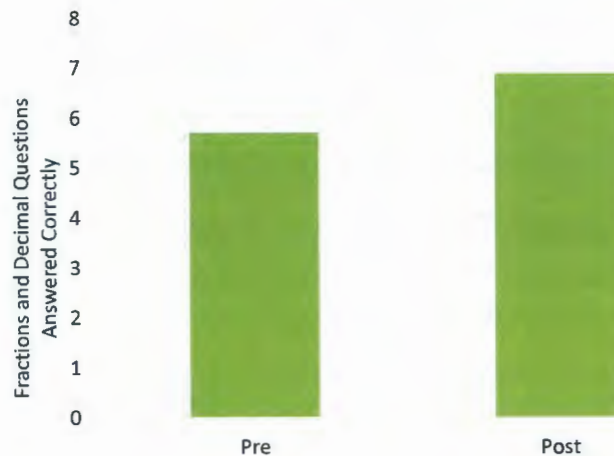
The percentage of students above grade level increased by 117%.

Student Achievement Growth: Writing



The Breakthrough writing rubric uses a scale of 1-4 to measure students writing in 4 areas: organization, content, style, and mechanics. On average, student scores rose from 1.98 to 2.31, an increase of 17%.

Student Achievement Growth: Math



The Mathematics Diagnostic Testing Project assesses student readiness for advanced mathematics. Breakthrough students studied fractions and decimals intensively and increased their performance by 21%.

“At Breakthrough, I have learned the importance of persistence. I have always worked hard, but now I know that when I am challenged I have to persist to be successful.”

— Sydney Urqhart, Breakthrough Birmingham Student

Student Growth

Breakthrough students agreed that they are more confident in their academic abilities since participating in Breakthrough



Breakthrough students agreed that their desire to attend college increased since participating in Breakthrough.



Breakthrough students agreed that they became more academically motivated since participating in Breakthrough.



Breakthrough students agreed that they became more organized and prepared since participating in Breakthrough.



Breakthrough Birmingham Students: In Their Own Words


“I liked my writing class, not because it was fun, but because I learned a lot more than I expected.”


“What I liked most about Breakthrough was that we learned new things and had teachers that loved and cared about us.”


“I liked the teachers because they were so nice, young, and exciting, and they really explained everything very well.”




Teacher Growth

Breakthrough Birmingham teachers say their teaching skills improved over the summer.  100%

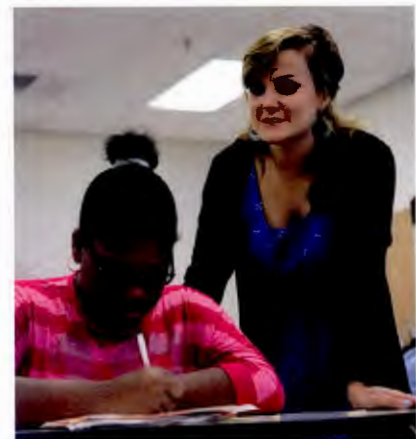
Breakthrough Birmingham teachers say their leadership skills improved over the summer.  100%

Breakthrough Birmingham teachers plan to enter the field of education.  92%

Breakthrough Birmingham teachers agree that the teacher training prepared them to teach their classes.  92%

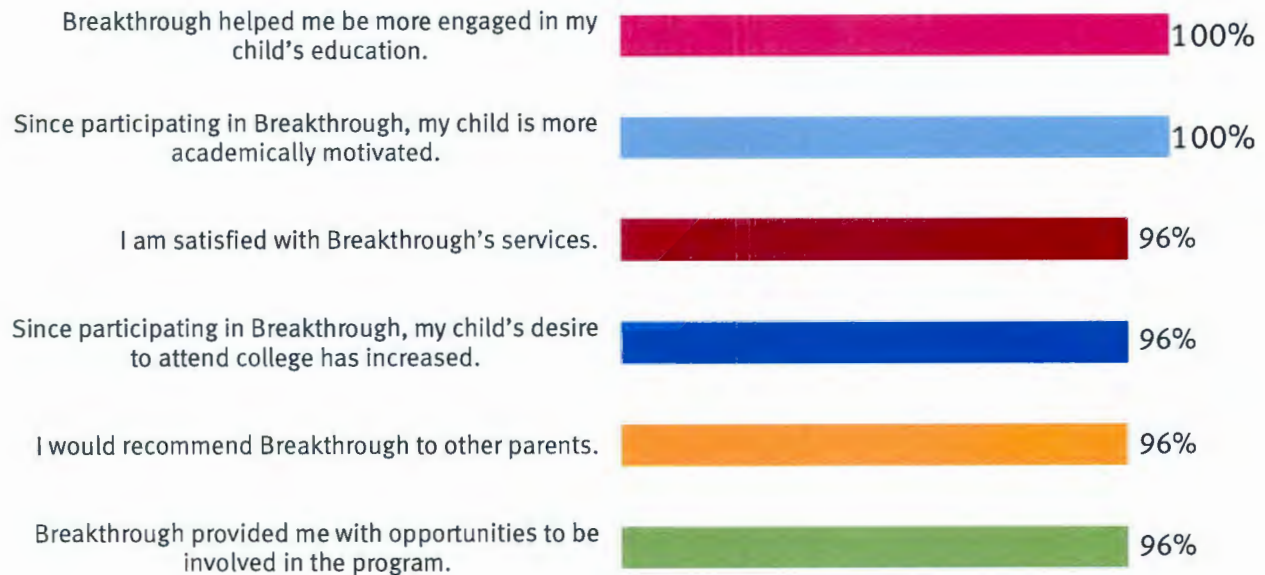
“I have never felt more professionally or personally empowered in a workplace before in my life. The infrastructure that is Breakthrough Collaborative made me feel like failure was nearly impossible. My peers and directors provided me with all of the tools necessary to succeed. There was no time I ever felt as if something was expected of me that hadn’t been previously laid out as a task I would be expected to complete.

Yes, I worked harder than I’ve worked in my entire life, but I did so with a cohort of equally hard working peers, and arrived on the job site expecting such. I could not have asked for a more positive Breakthrough experience.”



**— Katelyn Moss, University of Alabama Student
Breakthrough Birmingham Teacher**

Parent Feedback



“Breakthrough applied an academic science that helped my child grow educationally and allowed him to build character at the same time. The timing was absolutely crucial. It’s great to be able to send your child to a place, free of charge, for the majority of the summer and know that they are being educated, developed, and nurtured to the extent that the values you teach at home are the same values that are being taught by the Breakthrough teachers and staff. The dedication of the staff was evident by Mr. Hebert calling my son before the first day of school—long after Breakthrough Birmingham had ‘technically’ ended.

The impact of the program is evidenced by my son coming home last night, September 8, 2013 and telling me that he is getting ready to start working on thesis statements and box outlines in his classes-something that he covered over the summer while attending Breakthrough Birmingham.”

— Breakthrough Birmingham Parent

Breakthrough Birmingham Supporters

Donors

Gail and Jeffrey Bayer
Birmingham City Schools
Birmingham Jewish Foundation
The Daniel Foundation Of Alabama
Mike and Gillian Goodrich Foundation
Blake Gottesman and Casey Knight
Ned Grossman
Bryan and Pinkie Hutcheson Chace Fund of the
Community Foundation of Greater Birmingham
Hiromi and Yoshiki Kubagawa
Jamie McNab
John and Diane North Fund of the Community
Foundation of Greater Birmingham
OneHope Foundation
Steve and Marla Ostroff
Protective Life Foundation
Susan and Jon Rotenstreich
Nick Shalek
Jeffrey and Jennifer Sokol
Jon and Dana Weinbach
Steve and Brenda Weinstein
Jared Weinstein

In-Kind Donors

Birmingham City Schools
Birmingham Zoo
Impact Alabama
Hiromi and Yoshiki Kubagawa
Miho Kubagawa
Parker High School
University of Alabama at Birmingham School
of Education
Cedric Tatum
Steve and Brenda Weinstein
Jared Weinstein
Jim Wooten

Career Day Hosts

BBVA/Compass (Patricia Osborne)
Belk (Ken Crow)
Bradley Arant Law Firm (JJ McGahey)
Brookwood Medical Center (Mark Adams)
Iberia Bank (Caroline Yeilding)
PlaidJack (Jeremy Carter)
Praveen Krishna, Asst US Attorney
Protective Life (Melanie McNary)
UAB (Josh Carter)
Wiggins Child Quinn & Pantazis Law Firm
(DG Pantazis)

Partners

Thank you to the dedicated principals, teachers, and staff at our partner schools—Hayes K-8 School, J.H. Phillips Academy, W.E. Putnam Middle School, and Malachi Wilkerson Middle School. Thank you to the dedicated principals, teachers, and staff at A.H. Parker High School, our generous host.

Volunteers

J.W. Carpenter
Emely and Stephen Cockrell
Dr. Tondra Loder-Jackson
Justin Murdock

Summer 2013 Staff

Directors: Anthony Oliver and Heidi Erbe
Instructional Coaches: Sherita Casey,
Breckan Duckworth, Maura Schiefer, and
Gail Harper Yeilding
Student Support Specialist: Tywana Pressley

Special thanks to Miho Kubagawa and Jared Weinstein, visionaries who worked tirelessly to bring Breakthrough to Birmingham.

“What I learned as an Instructional Coach at Breakthrough has changed what I do in the classroom significantly. I think feedback is the number one thing any new teacher needs, and Breakthrough does a terrific job providing it, more than any other program or school I’ve heard of. The amount of feedback the teachers get is unparalleled. It helped me grow being able to see firsthand what feedback would help student achievement the most in a teacher’s classroom. As a result of what I learned at Breakthrough, I’ve taught more in the last week and a half than I did in a month of teaching at the end of last year!”

— Breckan Duckworth, Breakthrough Birmingham Instructional Coach



SAM Search Results
List of records matching your search for :

Search Term : Breakthrough* Collaborative*
Record Status: Active

No Search Results

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2013-2014

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/portal/public/SAM/>)
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
- For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

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

Contractor Information

Contractor Name	Breakthrough Collaborative	Agency's Contact	Heidi Erbe				
OUSD Vendor ID #	1006327	Title	Senior Director, Teacher, Leader & Program Dev.				
Street Address	545 Sansome Street, 7th Floor	City	San Francisco	State	CA	Zip	94111
Telephone	(415) 442-0605	Email (required)	herbe@breakthroughcollaborative.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	6/16/2014	Date work will end	8/15/2014	Other Expenses	\$
Pay Rate Per Hour (required)	\$	Number of Hours (required)			

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
4124	21st CCLC	9221872101	5825	\$ 22,620.00
			5825	\$
			5825	\$
Requisition No. (required)			Total Contract Amount	\$ 22,620.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

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

1.	Administrator / Manager (Originator)	Name	Julie McCalmont	Phone	(510) 273-1576
	Site / Department	922/Family, School, and Community Partnerships Department		Fax	(510) 273-1551
	Signature			Date Approved	5/27/14
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature			Date Approved	5-28-14
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.	Signature				Date Approved
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under , Over \$50,000				
5.	Signature				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			