

Board Office Use: Legislative File Info.	
File ID Number	14-2475
Introduction Date	2-11-15
Enactment Number	15-0193
Enactment Date	2/11/15 E.A.



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
 From Antwan Wilson, Superintendent

Board Meeting Date
 (To be completed by Procurement) 2/11/15

Subject Professional Services Contract - Mills Teacher Scholars
 - RISE Community School #192 (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Mills Teacher Scholars. Services to be primarily provided to RISE Community School #192 for the period of 10/1/2014 through 06/11/15.

Background
A one paragraph explanation of why the consultant's services are needed.
 Mills Teacher Scholars is partnering with RISE to provide ongoing support for teachers to build their collaborative inquiry skills and make changes to their practice that improve students' learning outcomes.

Discussion
One paragraph summary of the scope of work.
 The time frame to be covered by this program is 10/1/2014 through June 11, 2015 and will include monthly inquiry sessions at RISE; supporting teacher scholar leaders' facilitation of inquiry sessions. Leading two all-day optional Saturday sessions. Providing classroom data collection support for each RISE school-site teacher scholar, including classroom observation and post-observation discussions. Engaging on on-going communications with teacher scholars, linking them with current research in the field and suggesting new classroom data sources for their inquires. Providing presentation preparations support to share new understandings with school and district staff, monthly coaching and consultation with school-site principals about development of their teacher's inquiry work.

Recommendation Ratification of professional services contract between Oakland Unified School District and Mills Teacher Scholars. Services to be primarily provided to RISE Community School #192 for the period of 10/1/2014 through 06/11/15.

Fiscal Impact Funding resource name (please spell out) Unrestricted
not to exceed 15,000.00

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

Board Office Use: Legislative File Info.	
File ID Number	14-2475
Introduction Date	2-11-15
Enactment Number	15-0193
Enactment Date	2/11/15 O.A.



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

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

1. **Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on 10/1/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 06/11/15.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed _____ Dollars (15,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 200.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

4. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* _____ which shall not exceed a total cost of _____.
5. **CONTRACTOR Qualifications / Performance of Services:**
CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.
Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
6. **Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
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: Katie Virga
Site /Dept.: RISE Community School #192
Address: 8521 A Street
Oakland CA 94621
Phone: 510-729-7733
Email: shanina.lacy@ousd.k12.ca.us

CONTRACTOR:

Name: Carrie Wilson
Title: Executive Director
Address: 5000 MacArthur Blvd
Oakland CA 94613
Phone: 510-206-8595
Email: cwilson@mills.edu

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

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

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

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

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.

iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

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

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

Professional Services Contract

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
 14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
 15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
 16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
 17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
 18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
 20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
 21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
 22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

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

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.

26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

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


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

29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

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

31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

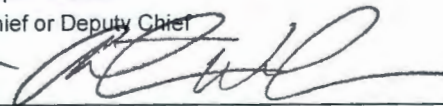
OAKLAND UNIFIED SCHOOL DISTRICT



 President, Board of Education

 Superintendent

Chief or Deputy Chief



Secretary, Board of Education

CONTRACTOR



Contractor Signature

Carrie Wilson

Executive Director

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 14-2475

Introduction Date: 2/11/15

Enactment Number: 15-0193

Enactment Date: 2/11/15

By: o.s.

EXHIBIT "A" SCOPE OF WORK

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

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

Mills Teacher Scholars is partnering with RISE to provide ongoing support for teachers to build their collaborative inquiry skills and make changes to their practice that improve students' learning outcomes.

Mills Teacher Scholars

Scope of Services

Site: New Highland Academy and RISE

The following services describe the partnership between Mills Teacher Scholars and New Highland Academy the teacher leaders to facilitate the PLC sessions at their site

In addition

Mills Teacher Scholars Is partnering with RISE to intensively support the entire RISE staff to engage in data driven inquiry to improve literacy instruction

The time frame to be covered by this one-year program is August 15, 2014 through June 30, 2015 and will include:

1) Support for NHA teacher scholar leaders in 9 monthly meetings as they plan, facilitate, and reflect on 9 monthly inquiry sessions; providing agenda templates and resources for NHA teacher leaders; & Leading nine monthly inquiry sessions at RISE; supporting teacher scholar leaders' facilitation of nine-monthly inquiry sessions at RISE;

(2) plan and facilitate two optional inquiry sessions for NHA and RISE participants at Mills College

(3) plan and facilitate three 5.5 hour quarterly Teacher Scholar Leader Network meetings for site leaders at NHA and RISE

(4) provide classroom data collection support for each RISE school-site teacher scholar, including class room observation and post-observation discussions; supporting data collection & sharing with access to Teaching Channel App.

(5) engage in on-going communications with teacher scholars, linking them with current research in the field and suggesting new classroom data sources for their inquiries

(6)provide presentation preparation support for RISE participants to share new understandings with school and district staff;

(7) Flood 3 NHA PLC sessions with at least two additional MTS staff to provide individual feedback on inquiries;

(8) monthly coaching and consultation with RISE principal about development of the teachers' inquiry work & meet quarterly with NHA principal and teacher leaders to support inquiry stance and update on teacher learning

Mills Teacher Scholars funds will pay: NHA stipends=\$2700 and RISE stipends = \$2400

The total charge	NHA & RISE - \$20,380
108 total hours	\$188.70 per hour

Professional Services Contract

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

Mills Teacher Scholars, of the Mills College School of Education, is an innovative teacher professional learning program that provides tools and support to teams of K-12 East Bay urban public school teachers, guiding them to change their instruction to more effectively address their students' learning needs. The goal of Mills Teacher Scholars is to create and support teacher learning communities that enhance teachers' abilities to collect and collaboratively analyze their students' work to improve practice and enhance the learning outcomes of the more than 3500 students served by the 130 teachers in the Mills Teacher Scholars project.

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

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

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

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

Mills Teacher Scholars: Statement of Qualifications

Program Overview

Mills Teacher Scholars, of the Mills College School of Education, is an innovative teacher professional learning program that provides tools and support to teams of K-12 East Bay urban public school teachers, guiding them to change their instruction to more effectively address their students' learning needs. The goal of Mills Teacher Scholars is to create and support teacher learning communities that enhance teachers' abilities to collect and collaboratively analyze their students' work to improve practice and enhance the learning outcomes of the more than 3500 students served by the 130 teachers in the Mills Teacher Scholars project.

Unlike most other professional development programs that focus on supporting teacher practice in general, Mills Teacher Scholar is designed to build the teacher's ability to gather and analyze student learning data. Teachers frame a question about their students' learning, which they pursue by gathering classroom data. As they analyze those data and become smarter about the learning challenges their students face, they are prepared to alter their teaching practice to better meet their students' needs. This results in opening new learning opportunities and ultimately better academic outcomes for students. Learning to frame questions, plan teaching that will make student learning visible, collect and analyze data from students in a systematic way are all essential teaching skills of high quality teaching. To develop our approach we draw on the model of the scholarship of teaching developed by the Carnegie Foundation for the Advancement of Teaching as well as on Dr. Richert's experience from over two decades of preparing Mills College teacher credential candidates and leading teacher research projects for Bay Area teachers. Like Carnegie, the Mills Teacher Scholars Program recognizes the expertise of teachers and the importance of developing that expertise over the teacher's career.

The collaborative nature of the Mills Teacher Scholars inquiry work and our distributed leadership approach supports developing effective teacher leaders and builds the capacity for authentic, sustainable professional learning communities. It also supports teacher retention. In 2013-2014 Mills Teacher Scholars is working with over 130 urban public school teachers in teacher teams from fourteen schools across the East Bay in San Lorenzo, San Leandro, Oakland, Berkeley, and Emeryville.

Mills Teacher Scholars Team

Anna Richert, Faculty Advisor

Anna Richert is a professor of Education and Director of the Master of Arts in Education with an Emphasis on Teaching Program (MEET) at Mills College. For more than two decades she has directed teacher research projects in the San Francisco Bay Area. Her research interests center on the preparation of and on-going support for teachers in urban schools. She recently completed a book project with Teachers College Press titled, *What should I do?: Managing the dilemmas of teaching in urban schools*. She has worked as a Teacher Education Scholar with the Carnegie Foundation for the Advancement of Teaching and recently received a Rockefeller Foundation Bellagio

fellowship. Professor Richert has written many scholarly articles and is a regular presenter at the American Education Research Association meetings. She is a member of the Board of the National Equity Project and a past member of the Board of the National Coalition of Essential Schools. (BS Skidmore College, Education; MA Syracuse University, Education; MA Stanford University, Sociology; PhD, Stanford University, Curriculum and Teacher Education)

Carrie Wilson, Executive Director

Carrie Wilson directs all aspects of program work and supports teachers in the humanities and for teachers focusing on their English language learners. She is a former high school English and English Language Development teacher and has led professional development in teaching English language learners and in secondary literacy strategies. She is a former supervisor and cooperating teacher for Mills College and has studied and presented on focusing teacher talk on student learning.

(BA, Emory University, English; MA, Mills College, Education)

Claire Bove, Associate Director

Claire Bove directs the Scholars Group and provides specialized support to the teachers asking questions with a math or science focus. Claire also provides training for new personnel on facilitating school-site groups. Claire is a Carnegie Scholar and a former science teacher. She is co-author of *Teacher Research: Stories of Learning and Growing*, published by NSTA Press. She is a former cooperating teacher for Mills College. Claire has presented regularly on supporting teachers to conduct inquiry on their practice. (BS UC Berkeley, Molecular and Cell Biology; MA UC Berkeley, Education in Math, Science, and Technology)

Aija Simmons, Program Associate

Aija Simmons leads the pilot Mills Teacher Scholars Leaders Network. Aija is a New Highland Academy School-site teacher leader and a graduate of the Mills Teachers for Tomorrows Schools and MEET programs. Aija provides support to build our partnership with Oakland Unified School District where she has been teaching for five years.

Through the Scholars Publishing Program Aija [created a website showcasing her inquiry work](#) with the Scholars Group. Aija also leads workshops that are informed by her inquiry work for the Bay Area Writing Project. (BA, UC Berkeley, Sociology; MA, Mills College, Education)

Daniela Mantilla, Program Associate

Daniela Mantilla is a School-site Scholars facilitator and coordinates the MTS blog as well as the on-line Teacher Scholar Workspace. Daniela is a former Mills supervisor and cooperating teacher. She is currently the Title I Coach at Washington Elementary in San Leandro Unified and has worked as a bilingual elementary school teacher in the district for many years. Daniela participated in the Mills Teacher Scholars Group and her current work with MTS supports the School-site Scholars work at Rosa Parks Elementary in Berkeley Unified. (BA, Swarthmore, Psychology; MA, Mills College, Education)

Laura Alvarez, Program Associate

Laura Alvarez is co-leading the Scholars Group and designing language acquisition content support. She is a teacher at Melrose Leadership Academy in Oakland where she continues to research and build on her dissertation work. Laura taught elementary school for four years in a Spanish bilingual program in Oakland, California and prior to completing her doctorate in educational linguistics at Stanford University. (MA Mills College, Education, PhD, Stanford University, Educational Linguistics)



CERTIFICATE OF LIABILITY INSURANCE

MILLCOL-01

LANPE1

DATE (MM/DD/YYYY)

8/28/2014

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 License # 0H81923 G2 Insurance Services, LLC 140 New Montgomery, 21st Floor San Francisco, CA 94105	CONTACT NAME: Penny Lane PHONE (A/C, No, Ext): (415) 426-6600 E-MAIL ADDRESS: plane@g2insurance.com	FAX (A/C, No): (415) 426-6601
	INSURER(S) AFFORDING COVERAGE	
INSURED Mills College 5000 MacArthur Blvd Oakland, CA 94613	INSURER A: United Educators Ins a Recip Risk Ret Gr	NAIC # 10020
	INSURER B: Hartford Fire Insurance Company	19682
	INSURER C: Hartford Insurance Company of MidW	37478
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER: 1**

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Deductible: \$2,500.	X		CGL201400061700	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			57UUNVJ7677	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			GLU201400061700	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	57WEGF3677	07/01/2014	07/01/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Educators Legal Liab			ELS201400061700	07/01/2014	07/01/2015	Each Occurrence 1,000,000
A	Educators Legal Liab			ELS201400061700	07/01/2014	07/01/2015	Aggregate Limit 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Oakland Unified School District is included as additional insured if required by written contract or agreement and per terms and conditions of the General Liability policy only as respects operations of Mills College as respects: Student Interns
 Educators Legal Liability Insurance Policy includes Educational Organization Errors and Omissions coverage.

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District 1025 2nd Avenue, RM406 Oakland, CA 94606	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 
---	--

© 1988-2014 ACORD CORPORATION. All rights reserved.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



Basic Directions

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

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

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

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

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

Contractor Information

Contractor Name	Mills Teacher Scholars	Agency's Contact	Carrie Wilson			
OUSD Vendor ID #	V003563	Title	Executive Director			
Street Address	5000 MacArthur Blvd	City	Oakland	State	CA	Zip 94613
Telephone	510-206-8595	Email (required)	cwilson@mills.edu			
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	10/1/2014	Date work will end	06/11/15	Other Expenses	
Pay Rate Per Hour (required)	\$ 200.00	Number of Hours (required)	75		

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
0790	UNRES INTRUC	1921229101	5825	\$ 15,000.00
			5825	
			5825	
Requisition No. (required)	R0152243	Total Contract Amount	\$ 15,000.00	

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Katie Virga	Phone	510-729-7733	
	Site/Department (Name & #)	RISE Community School #192			Fax	510-729-7734
	Signature				Date Approved	11/21/14
2.	Resource Manager , if using funds managed by:	<input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships <input type="checkbox"/> Risk				
	<input checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)					
	Signature				Date Approved	
3.	Network Superintendent/Deputy Network Superintendent					
	Signature				Date Approved	12/10/14
4.	Chiefs / Deputy Chiefs	Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site					
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
	Signature				Date Approved	
5.	Superintendent, Board of Education Signature on the legal contract					
Legal	Required if not using standard contract	Approved		Denied - Reason	Date	
Procurement	Date Received			PO Number	P1504661	