

Board Office Use: Legislative File Info.	
File ID Number	15-1210
Introduction Date	8/12/15
Enactment Number	15-1253
Enactment Date	8/12/15



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) _____

Subject Professional Services Contract - Camp Phoenix, Inc.
- 922/Community Schools and Student Services Dept. (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Camp Phoenix, Inc.. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of 05/01/2015 through 08/21/2015.

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 and approved field trip locations. 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. Summer Program Hub: Greenleaf Elementary School.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and Camp Phoenix, Inc, Newark, CA, for the latter to provide 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 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; conduct outreach for summer student recruitment, communicate with families regularly, fulfill OUSD grant reporting requirements including submission of summer attendance records, and maintain communication with the OUSD Summer and After School units to review progress on summer program goals; comply with 21st CCLC grant requirements. at Greenleaf Elementary School for the period of May 1, 2015 through August 21, 2015, in the amount of \$16,380.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Camp Phoenix, Inc.. Services to be primarily provided to 922/Community Schools and Student Services Dept. for the period of 05/01/2015 through 08/21/2015.

Fiscal Impact Funding resource name (please spell out) 4124/21st CCLC Core Funding not to exceed 16,380.00

Attachments

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

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**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Camp Phoenix, Inc.

(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 05/01/2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 86,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 86,000, whichever is later. The work shall be completed no later than 08/21/2015.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Sixteen Thousand, Three Hundred Eighty Dollars (16,380.00) [per fiscal year], at an hourly billing rate not to exceed _____ 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: N/A

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:* N/A, 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:

OUSD Representative:

Name: Julie McCalmont
Site /Dept.: 922/Community Schools and Student Services Dept.
Address: 746 Grand Avenue
Oakland CA 94610
Phone: (510) 273-1576
Email: julie.mccalmont@ousd.k12.ca.us

CONTRACTOR:

Name: Jacqueline Soohoo
Title: Executive Director
Address: 39931 Parada Street, #B
Newark CA 94560
Phone: (916) 208-1462
Email: jacquelinesooohoo@gmail.com

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

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

9. **Insurance:**

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

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

Check one of the boxes below:

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

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

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

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

OR

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

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

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

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

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

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

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

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

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

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

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

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

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

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

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

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

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

OAKLAND UNIFIED SCHOOL DISTRICT

Signature of Superintendent
[] President, Board of Education
[] Superintendent
[] Chief or Deputy Chief
Secretary, Board of Education

CONTRACTOR

Contractor Signature
Jacqueline Soohoo
Executive Director
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

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By: [Signature]

EXHIBIT "A" SCOPE OF WORK

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

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

The contractor will 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 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. Providers will comply with 21st Century Community Learning Center grant requirements.

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.)

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

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

Please select:

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

2012-2013 Elementary/Middle School After School Program Budget

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET

ELEMENTARY & MIDDLE SCHOOLS 04.2015

Site Name:	Camp Phoenix	21st CCLC Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
Site #:	6 Hour, Stand Alone		
Lead Agency	Camp Phoenix		
# of summer students (ADA)	60		
# of summer program days	21		
Total 21st CCLC Grant Funds	\$10,000		
TOTAL CONTRACTED FUNDS		\$16,380	\$133,609

BOOKS AND SUPPLIES

4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$0	\$1,550
4310	Curriculum		
5829	Field Trips (fees, supplies)		\$1,000
	Bus tickets for students		
	Rental bus for field trips		\$3,600
	Snacks		\$250
	Incentives		\$100
	Family Night supplies		\$100
	Printing Advertising Media		\$1,700
	Food		\$14,280
	Lodging		\$30,000
	Total books and supplies	\$0	\$52,580

CONTRACTED SERVICES

5825	Site Coordinator (list here if CBO staff)		
5825	Academic Instructors: Camp Phoenix employs 6 Instructors at the rate of a stipend of \$1,300 per Instructor. Instructors are compensated in room and board for 3 weeks additionally. Instructors teach math, science and ELA, and work 6 hours each day, with one day off each week, and 30 hours of training before the start of camp. This comes out to be \$9.42 per hour (6 hours) for 18 days and 30 hours of staff training. This does not include room and board that Camp Phoenix provides. On top of the 6 instructors, Camp Phoenix also employs an Achievement Director for a stipend of \$2,000. The Achievement Director works \$14.18 per hour (7 hours a day) for 18 days, with 15 hours of training. Again, this is not including room and board. Returning instructors are paid an additional amount on top of their base salary, depending on their performance review and number of years at Camp Phoenix.	\$9,800	
5825	Enrichment Facilitators: Camp Phoenix employs 3 Program Specialists who run our Social-emotional and outdoor camp program. Program specialists work 5 hours each day and are also compensated in room and board for the 3 weeks of camp. Our Program Manager supervises the Program Team. Camp Phoenix also employs 14 counselors and 2 Head Counselors. All staff in this area are compensated through a stipend, plus additional bonus for returning staff, as well as room and board.	\$6,580	\$13,470
5825	STEM Instructors (# of staff X total hours X hourly rate, including prep and training time)		
5825	Contracted OUSD Summer Teachers		
5825	Subcontractors (please list each specific subcontracting agency)		
5825	Professional Development		
5825	Employee benefits and Taxes		\$10,800
5825	Operations Staff (Camp Phoenix employs Kitchen and Grounds staff and a Family and Community Director)		\$6,050
5825	Executive Director and Taxes/benefits (year-around)		\$33,910
5825			

2012-2013 Elementary/Middle School After School Program Budget

	Total services		\$16,380	\$64,230
IN-KIND DIRECT SERVICES				
	Insurance			\$10,700
	Legal and other Professional Services			\$2,500
	Discretionary			\$500
	Travel, meetings, food			\$300
	Events			\$2,000
	Utilities and Occupancy			\$1,000
	Total value of in-kind direct services			\$17,000
SUBTOTALS				
	Subtotals DIRECT SERVICE		\$16,380	\$133,810
	Allowable lead agency admin (at 4% of contracted funds or less)			
TOTALS				
	Total budgeted per column		\$16,380	
	BALANCE remaining to allocate		\$0	

Required Signatures for Budget Approval:

Lead Agency:	Camp Phoenix	Date:	4/27/15
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Notes:

- 1) Lead agencies will be required to submit a summer-end expenditure report on these budget expenditures.
- 2) These contracted summer funds are based on anticipated summer program average daily attendance. Sites that fall short of 85% of the summer attendance target in the first week will be required to submit an aggressive student recruitment and retention plan for the remainder of the summer and reallocate budget funds appropriately to reflect actual attendance numbers.

OUSD Summer 2015 Lead Agency Summer Program Plan
Summer Hub: Camp Phoenix
 (Submit to OUSD Expanded Learning Office by April 23)

SECTION 1: Summer Program Snapshot

Lead Agency Name: Camp Phoenix	Summer Hub Site: Camp Phoenix: Optimists Volunteers for Youth Camp and Event Center, 5360 La Honda Rd, San Gregorio, CA 94074	Target Summer Average Daily Attendance (ADA) Number: 60	Grades Served: 6-8
Hours of Operation (include hours for full six hour summer program): 7am-7am	Type of Program (6 hour stand alone or A+B afternoon enrichment): 6 hour stand alone	Program Dates: (note any program closure dates during this period) Camper dates: July 27-August 16	Total # of summer program days of operation: 21

SECTION 2: Lead Agency Assurances

Please review and initial each item and sign below.

JS I understand that my program's goal is to achieve at least 85% of the above attendance target this summer. I understand that if my summer site falls below 85% of this attendance target by the end of the 1st week of the summer program, I will be required to submit an aggressive student recruitment and retention plan to the OUSD Expanded Learning Office, detailing my program's efforts to raise attendance numbers for the remainder of the summer.

JS I understand that my agency's contracted summer funds are based on the above average daily attendance target number. My program will over-enroll appropriately to ensure that we reach this attendance target. I understand that if my program falls short of 85% of this attendance target by the end of the first week of program, I will submit a revised summer budget plan to the OUSD Expanded Learning Office detailing how I will reallocate contracted funds appropriately to reflect actual attendance numbers, and to support my student recruitment and retention plan for the remainder of the summer.

JS I understand that I am required to input my actual attendance numbers into the Cityspan attendance system **daily** during the summer program. I will cross check signatures on my daily sign in/out sheets with numbers inputted into Cityspan to ensure that the numbers match up and that Cityspan accurately reports my summer attendance data. I understand that the OUSD Expanded Learning Office will carefully review my daily attendance numbers over the summer program.

JS I understand that I am required to submit single-sided hard copies of my summer attendance records (including copies of daily student sign in/out sheets and the OUSD summer internal audit log) to the OUSD Expanded Learning Office by the last day of my summer program. I will also submit attendance data during the course of my summer program, as requested, for OUSD's attendance reporting to the California Department of Education.

JS I understand that OUSD's 21st Century federal grant funds are funding my summer program. I understand that I am required to follow all grant compliance requirements as outlined by the OUSD Expanded Learning Office. I will maintain my summer program records for 5 years for auditing purposes,

are required by the California Department of Education, and will submit any such programmatic or fiscal records to the OUSD Expanded Learning Office, requested, for school district reporting and auditing purposes.

JS I confirm that my summer budget plan reflects my actual planned expenditures for my program. I will submit a required summer-end expenditure report to the OUSD Expanded Learning Office reporting on my agency's actual expenditures aligned to this budget plan. I understand that any discrepancy of over 10% between any line item in my budget plan and actual summer expenditures for that line item must be justified in my final expenditure report.

n/a
I understand that if I am running an A+B summer program model, these are requirements regarding my program hours of operation: Morning summer school will operate from approximately 8:15 – 12:15 daily. My 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 3:40 as the building will be promptly locked at 4pm daily.

JS If I am a stand-alone 6 hour program, I understand that OUSD will only cover custodial costs for four weeks of my summer program until 3:30 pm. My agency will be responsible for covering any extra custodial costs if my program runs beyond four weeks, and beyond the hours of 3:30 pm daily.

JS I understand OUSD Summer Programs are free programs. Summer Lead Agencies cannot charge a summer program fee to participating families for program costs or field trip costs. *Camp Phoenix charges a small registration fee of \$40 (no family turned away if \$40 not possible)*

Name and Signature of Summer Lead Agency Director:

JS *Jaqueline Soho*

turned away if \$40 not possible

SECTION 3: Summer Calendar and Daily Schedule

- a) Please attach a copy of your summer calendar showing all program days of operation, field trips, and any other notable special events and activities (ie. your summer end family celebration).
- b) Please attach a copy of your daily schedule detailing your full 6 hour program. (Note: sites that are using the A+B model must include the morning academic program in the daily schedule you submit). Attached is an example.
 - Please note that all programs under the A+B model 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 meeting times, and clean up/debrief times on your daily schedule.

SECTION 4: Summer Curriculum

Attach your summer program curriculum scope and sequence, outlining your curriculum objectives and planned program activities.

Please note that all programs under the A+B model should plan to provide daily hands-on academics (ie. STEM), enrichment, physical activity, and community building activities.

SECTION 5: Summer Program Recruitment and Retention Strategies and Timeline

Briefly describe your anticipated summer program student recruitment and retention activities and timeline.

- a) Describe how you will work with school leaders and after school providers at your summer hub and feeder schools to recruit students for summer programming. Please note that summer programs are required to hit at least 85% of their attendance target. Programs should appropriately over-enroll to ensure that the target average daily attendance number is reached.
- b) What strategies will you use to retain students over the summer to ensure that your attendance numbers stay high. Please note that we highly recommend that programs maintain a waitlist so that students who do not show up after the first week of program can be immediately replaced.

a) Camp Phoenix's model is built upon close communication and partnership with school-site partners. We have agreements with schools-sites to: 1) agree upon dates and timeline for family info sessions and camper registration, 2) set up a school-site based registration system, and 3) communicate with families regarding camp expectations, while selecting campers who would benefit most from our program. Each school-site must work with Camp Phoenix to run one family info session on the school-site, enroll and register campers, collect registration forms, and trade camper academic and social-emotional data. Because Camp Phoenix is essentially free of cost to families, we tend to have a long waitlist of eager families, and school-sites do not have problems recruiting campers.

b) Families sign agreements and attend multiple Family Info Sessions to ensure clear understanding of Camp Phoenix expectations for their child. Families are invited to attend the Camp Phoenix Family Celebration Day after week 2 of camp, but are otherwise informed that their students must stay for the duration of the 3 weeks. We encourage families to challenge themselves and their children to expand their horizons, sense of selves, and sense of independence by spending some time away from each other. While 3 weeks is quite a while for a middle-schooler, and many have not spent significant time away from home previously, we believe in the unique ability that Camp Phoenix has in stoking the leadership and independence of our young leaders during this time. Day camps just don't achieve the same level of self-reflection, challenge, and social-emotional nurturing that an overnight immersion program can. Therefore, we are very explicit with families that communication with their children is limited during the 3 weeks, and that they can instead call our Family Director, check our regularly updated blog, or visit on Family Celebration Day. Because we are an overnight immersion program in San Gregorio, CA, campers do not have access to leave campus at any time. In our previous 2 years of operation, only one child has returned home before the 3-week period ended each year. Our attendance rate is above 96% due to the nature of our program, as well as our strong communication of expectations with families.

SECTION 6: 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. (Add additional rows as needed.) Please note that the summer program must have a maximum 1:20 adult to student ratio.

Summer staff must meet the minimum staff qualifications according to the 21st Century grant requirements:

- Must pass fingerprint background clearance by DOJ and FBI
- Must have TB clearance
- Must have at least 2 years of college (48 semester units), or pass the Instructional Aide exam administered by the Alameda County Office of Ed

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

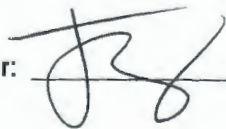
The Summer Site Coordinator and summer program staff should be hired **no later than May 8**.

Program Staff Name	Email	Current After School Site where he/she	Summer teaching assignment(s)	# of yrs in	# of yrs working	List any OUSD after school
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		works	ade & subject, if (own)	working in after school	in summer program s	learning communities this staff member has participated in
Jacqueline Soohoo	Jacqueline@campph oenix.org	Greenleaf	Camp Director	2	3	
James Paek	James@campphoenix .org	n/a	Achievement Director	n/a	5	
Allison Slater	Allison@campphoeni x.org	n/a	Camp Director	n/a	5	
Melorie Masacupan	msmasacupan@gmai l.com	n/a	Instructor	n/a	1	
Eric Medrano	emedrano2013@gm ail.com	n/a	Camp Counselor	n/a	1	
Roxana De La O Cortez	rdelaocortez@horizo n.csueastbay.edu	n/a	Camp Counselor	n/a	2	
Daphne Martchenko	daphnem@stanford.e du	n/a	Camp Counselor	n/a	2	
Marisol Noel Cantu	marisol.kan2@gmail. com	n/a	Instructor	n/a	1	
Shane Durkan	durkanshane@gmail. com	n/a	Instructor	n/a	1	
Enrique Duarte	exvimoncd@yahoo.c om	n/a	Program Specialist	n/a	5	
Greg Heilers	gregaway86@gmail.c om	n/a	Kitchen Manager: Logistics and Operations	n/a	4	
Rodolfo Perez	Rodolfo.Perez@ousd. k12.ca.us	n/a	Family and Community Director	n/a	2	
Michael Geier	mggeier@gmail.com	n/a	Head Counselor	3	2	
Additional Staff to be hired by July 1 st for Camp Phoenix Summer Program (July 27-August 16)						

Revised: 3/13/15

Signature of Summer Lead Agency Director:



2015 Camp Phoenix Calendar

Camper Registration: May-June

Leadership Training Retreats: 1) mid-June 2) late-June



July

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	6	7	8	9	10	11 All Staff Retreat
						12 All Staff Retreat
	13	14	15	16	17 Tentative Family Info Session @ GL	18 Tentative Family Info Session @ GL
						19 Tentative Family Info Session @ GL
						20 Achievement Team Retreat
						21 Achievement Team Retreat
	20	21	22	23 All Staff Training	24 All Staff Training	25 All Staff Training
						26 All Staff Training
						27 Staff Moves in
27 Campers Arrive		28	29	30 Gender Separate Camp Out	31 Field Trip	

August

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
						2
	3	4	5	6 Gender Separate Camp Out	7 Field Trip	8 Family Celebration Day
						9
						10
						11
						12
						13
						14
						15
						16 Campers Depart
17 Staff Moves out						

Camp Phoenix Example Daily Schedule:

- 7:30—Wake up: Campers get ready for the day.
- 8:00—Morning Circle: The entire camp gathers to spread cheer, ignite leadership, and reflect on lessons learned.
- 9:00—Breakfast: Campers and staff eat healthy, delicious food together.
- 10:00—Achievement Block 1: Campers break into small exploratory math and science groups to accomplish “missions” and earn “feathers.”
- 11:30—Achievement Block 2: Campers continue reading novels in small literature groups, discussing how themes relate to their lives, and working toward a culminating “mission” to present to their families and the camp.
- 1:00—Lunch: Campers and staff eat nutritious, hearty meals to give them energy for the action-packed day, taking turns helping to cook.
- 2:30—Siesta and Phoenix Walks: Rest is important to ensure youth have time to recharge their minds, bodies and spirits. Staff use this time to give individualized attention to campers most in need during Phoenix Walks.
- 3:30—Snack: Green smoothies are always a favorite for snack time!
- 4:00—Campers participate in team activities that help them learn and reflect on key social-emotional character-traits. During our “Color Ceremony,” we discuss diversity in our lives, learn about the Indian Holi Festival before, and then create our own version of the festival at Camp Phoenix by throwing colorful powder into the air.
- 5:30—Dinner: Campers discuss the theme and word of the day, while eating fresh foods they picked themselves at the nearby farm.
- 7:00—Evening Activity Time: Campers participate in night hikes, go night swimming in the pool, or play games around the campfire.
- 8:30—Reading and Reflection: Time to cool down. While instructors check in with individual campers on their academic progress, others read quietly or reflect on day and their goals. Some youth journal, while others write their family or teachers letters.
- 9:00—Get ready for Bed: Campers and Staff prepare for the night in their cabins.
- 9:30—Phoenix Chats: A Camp Phoenix tradition, each cabin reflects on the day and their cabin team by engaging in a special cabin-only chat. Questions might be: What are you most proud of in your life? If your friend or family member was a superhero, what would his or her name and power be? Why?
- 10:00—Lights out: The Phoenix will rise again tomorrow!

Weekly Theme: Who are we? (as a cabin, camp, community)						
date	July 27, Monday		July 28, Tuesday		July 29, Wednesday	
key events	Welcome Ceremony My Community (my cabin, my camp, my school, my city, my environment, my world) is better when we work together and support each other in our own diverse ways.	Staff Lead & off-time, Staff Meetings	Field Games/Swim Test My Community (my cabin, my camp, my school, my city, my environment, my world) is better when we work together and support each other in our own diverse ways.	Staff Lead & off-time Staff Meetings	Field Games/Swim Test Do I think of others when I make choices, and not just myself? I cooperate and care for others, trying to understand their point of view.	Campers Choice, (Do I listen to others and different from me? I never
daily theme	community, Intro words		Intro all words		Empathy	
7:30 AM			7:30-8: All Staff Meeting		7:30-8: All Staff Meeting	Girls 7:30-8: All
8:00 AM			8:10-8:30: Morning Circle Intro vocab		8:10-8:30: Morning Circle	8:10-8:30: I
8:30 AM						
9:00 AM			8:45-9:45: Breakfast, 8th grade breakfast		8:45-9:45: Breakfast, 8th grade breakfast	8:45-9:45
9:30 AM	9-11: Morning Circle, Arrival Day Program & Logistic			Program Team Meeting and Kitchen Team Meeting		
10:00 AM					10-11:15: Instruction Part I	10-11:15: Instruction Part I
10:30 AM						
11:00 AM	11:15-12:15: Lunch					
11:30 AM			11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II	11:30-12:45: I
12:00 PM						
12:30 PM						
1:00 PM						
1:30 PM	12:15-3pm: Support Camper		1-2: Lunch		1-2: Lunch	1-2:
2:00 PM	Send off or Prepare for Camper Arrival					
2:30 PM			2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting	2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting 2:15-3:30: Sle
3:00 PM	3-4: Campers Arrive					
3:30 PM	4-4:30: Camper Welcome, Camp Rules, Staff intro, Counselor Skits			Achievement Team Meeting		Achievement Team Meeting
4:00 PM	4:30-5pm: Grass Time (Intro names, wood cookies, cabin agreements and Rules)		3:30-3:45: Snack 3:45-5:30: Group A: Swim Test GroupB: Program		3:30-3:45: Snack 3:45-5:30: Group B: Swim Test GroupA: Program	3:30-3:45 snack 3: De 4:45-5:
4:30 PM						
5:00 PM						5:30-6: Make dinner/flexible
5:30 PM	5-6:30pm: Move in, cabin name/chant					
6:00 PM						
6:30 PM	6:30-7:30: Dinner + Meal rulez, Kitchen Staff Intro		5:45-6:45: Dinner		5:45-6:45: Dinner	Counselor Dinner Meeting 6:15-7:15: Fancy Dinner Outside
7:00 PM						
7:30 PM	7:45-8:15: Opening Ceremony (First Campfire), Program Team		7-8: Night Activity/Campfire		7-8: Night Activity/Campfire	7:30-8:30: Flexible
8:00 PM	8:30: Get ready for Bed, Cabin Jobs, Amnesty Bag		8-8:30: Reading and Reflection		8-8:30: Reading and Reflection	
8:30 PM						
9:00 PM			8:30: Get ready for Bed		8:30: Get ready for Bed	8:30-9:30 Girls Flock
9:30 PM	9:30: Phoenix Chats	Amnesty: Sup Team	9:30: Phoenix Chats		9:30: Phoenix Chats	Get Ready for Bed
10:00 PM	10: Lights Out		10: Lights Out		10: Lights Out	Lights Out
10:30 PM						
11:00 PM						
11:30 PM						
12:00 AM	All Counselors Sleep		Staff Game Night		Staff Game Night	All Couns
Day off						
Other Info						

July 30, Thursday		July 31, Friday		August 1, Saturday		August 2, Sunday	
Gender Programming		Feather Gram/Night Swim Reward, Field Trip		Tie Dye, Dining Hall Dance		Sleep in day, Lantern Ceremony	
Include others, even if they're fly alone. I fly with others as a team.	Staff on & off-time, Staff Meetings	Am I a defender of my community? I am thankful for my community, and stand up for my community (people, places, plants and animals)	Staff Lead & off-time, Staff Meetings	Am I a defender of my community? I am thankful for my community, and stand up for my community (people, places, plants and animals)	Staff Lead & off-time, Staff Meetings	My Community (my cabin, my camp, my school, my city, my environment, my world) is better when we work together and support each other in our own diverse ways.	Staff Lead & off-time, Staff Meetings
perative		Defender		Gratitude		Review words	
Boys							
Staff Meeting		7:30-8: All Staff Meeting					
Morning Circle		8:10-8:30: Morning Circle, Feather Gram		8:10-8:30: Morning Circle		Sleep in time	
5: Breakfast		8:45-9:45: Breakfast		8:45-9:45: Breakfast		9-10: Breakfast	
Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10:15-10:45: Morning Circle	
Instruction Part II		11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II		10:45-12:45: Achievement Testing	Program Team Meeting and Kitchen Team Meeting
Lunch		1-2: Lunch		1-2: Lunch		1-2: Lunch	
St/Phoenix walks	Supervisor Team Meeting			2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting	2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting
	Achievement Team Meeting				Achievement Team Meeting		Achievement Team Meeting
4:45-4:45 SEL Activity + Debrief		2-5: Fieldtrip 5-5:30: Debrief, What did we learn?		3:30-3:45 snack 3:45-5:30 SEL Activity + Debrief		3:30-3:45 snack 3:45-5:30:SEL Activity + Debrief	
30 Shower							
5:30-6: Hike to Fern Gulch							
		5:45-6:45: Dinner		5:45-6:45: Dinner	Counselor Dinner Meeting	5:45-6:45: Dinner	
6:15-7:15: Dinner		7-8: Night Activity		7-7:30 Reflection and Reading		7-7:30 Reflection and Reading	
7:30-8:30: Campfire /Night hike & S'Mores		8-8:30: Reading and Reflection		7:30-8:30: Dining Hall Dance and Banana Boats		7:30-8:30: Evening Circle Lantern Ceremony & Camp Fire	
8:30-9:30: Boys Flock		8:30: Get ready for Bed		8:30: Get ready for Bed		8:30: Get ready for Bed	
Get Ready for Bed		9:30: Phoenix Chats		9:30: Phoenix Chats		9:30: Phoenix Chats	
Lights Out		10: Lights Out		10: Lights Out		10: Lights Out	
Personals Sleep		Staff Arts and Crafts		Staff Arts and Crafts		Staff Night Hike Led by Echo	

						Week 2: Whc
date	August 3th, Monday		August 4th, Tuesday		August 5, Wednesday	Au
key events	Top Chef Prep		Top Chef Contest with Guest judges		Mindful Life and Hip Hop	Color Celebration, Ge
daily theme	Who am I? I have strengths and values that shape me as a leader, achiever and community member.		Do I have self-control and integrity, making choices that will be good for others around me, even when the choice is difficult? I am a Phoenix leader, and I lead for others. Not myself.		Do I have self-control and integrity, making choices that will be good for others around me, even when the choice is difficult? I am a Phoenix leader, and I lead for others. Not myself.	
vocab	leaders into all words		self-control		Integrity	
	Staff Lead & off-time, Staff Meetings		Staff Lead & off-time, Staff Meetings		Staff Lead & off-time, Staff Meetings	
					Boys	
7:30 AM	No Staff Meeting		7:30-8: Staff Meeting		7:30-8 All Staff Meeting	
8:00 AM	8:10-8:30: Morning Circle		8:10-8:30: Morning Circle		8:10-8:30 Morning Circle	
8:30 AM						
9:00 AM						
9:30 AM	8:45-9:45: Breakfast		8:45-9:45: Breakfast		8:45-9:45: Breakfast	
10:00 AM						
10:30 AM						
11:00 AM	10-11:15: Instruction Part I		10-11:15: Instruction Part I		10-11:15: Instruction Part I	
11:30 AM						
12:00 PM						
12:30 PM	11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II	
1:00 PM						
1:30 PM	1-2: Lunch		1-2: Lunch		1-2: Lunch. Announce Talent Show	
2:00 PM						
2:30 PM						
3:00 PM	2:15-3:30: Siesta/Phoenix walks		2:15-3:30: Siesta/Phoenix walks		2:15-3:30: Siesta/Phoenix walks/Practice Talent Show	
3:30 PM						
4:00 PM					Achievement Team Meeting	
4:30 PM			3:30-3:45 Snack 3:45-5:30: Top Chef Contest with Guest judges		3:30-3:45 Snack 3:45-5:30: Mindful Life and Hiphop	
5:00 PM	3:30-3:45 Snack 3:45-5:30: Top Chef Prep					
5:30 PM						
6:00 PM						
6:30 PM	5:45-6:45: Dinner		5:45-6:45: Dinner		5:45-6:45: Dinner	
7:00 PM	7-7:30: Reading and Reflection		7-7:30: Reading and Reflection			
7:30 PM					7-8: Night Activity/Campfire	
8:00 PM	7:45-8:45: Night Swimming, or Campers choice (all shower)		7:45-8:45: Night Swimming, or Campers choice (all shower)		8-8:30: Reading and Reflection	
8:30 PM						
9:00 PM	Get Ready for Bed		Get Ready for bed		8:30: Get ready for Bed	
9:30 PM	9:50: Phoenix Chats		9:50: Phoenix Chats		9:30: Phoenix Chats	
10:00 PM	10:15 Lights Out		10:15 Lights Out		10: Lights Out	
10:30 PM						
11:00 PM						
11:30 PM						
12:00 AM	Staff Night Hike Led by Echo		Staff Movie Night		Staff Movie Night	
Day off					Group B in cabins	
Other Info					No Staff	

August 6th, Thursday		August 7th, Friday		August 8th, Saturday		August 9th, Sunday	
Under Programming		Field Trip		Family Day		Sleep in day, Phoenix Campfire	
How do I know how to reach my dreams? Do I know how to face challenges in front of me? I know what I want to improve about myself to be the leader I want to be in the future. I know my strengths that I can rely on to reach my dreams. I know what I need from myself and my community to fly.	Staff Lead & off-time, Staff Meetings	Am I resilient in the face of challenges? If I fail, if I fail, I get back up and fly.	Staff Lead & off-time, Staff Meetings	Do I know how to reach my dreams? Do I know how to face challenges in front of me? I know what I want to improve about myself to be the leader I want to be in the future. I know my strengths that I can rely on to reach my dreams. I know what I need from myself and my community to fly.	Staff Lead & off-time, Staff Meetings	Who will I become, and how will I get there? I know who I want to be in the future. I know the areas I want to improve, as well as the community I can count on, that will help me reach my goals.	Staff Lead & off-time, Staff Meetings
Review week's vocab		Resilient		Review week's vocab		Achievement Intro words	
Grils							
Staff Meeting				7:30-8: Staff Meeting			
Morning Circle		8-8:20: All Staff Meeting (in Phoenix Field)		8:10-8:30: Morning Circle		Sleep in time	
		8:30-8:50: Morning Circle (in Phoenix Field)					
Breakfast		9-9:45: Breakfast		8:45-9:45: Breakfast		9-10: Breakfast	
Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-10:20: Morning Circle	Program Team Meeting and Kitchen Team Meeting
Instruction Part II		11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II		Achievement Stations: Block 1: 10:20-11:05; Block 2: 11:10-11:55; Block 3: 12-12:45 (Pippi, Loba & Mulan run stations)	
Lunch			Supervisor Team Meeting	1-2:30: Family Lunch (not potluck)		1-2: Lunch	
Six walks. Girls Prep for Dining Hall Sleepover	Supervisor Team Meeting		Achievement Team Meeting			2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting
45 Cross the Line, Color and Water Ball	Achievement Team Meeting	1-5:00: Field Trip + Debrief		2:30-5:30: Family day programming (Stations & Talent show)		3:30-3:45 Snack 3:45-5:30: SEL Activity + Debrief	Achievement Team Meeting
Shower		Rest					
Gulch (Loba)				5:45-6:45: Dinner			
6:15-7:15: Dinner (Loba other Counselors Support)		5:45-7 BBQ Dinner and Banana Boats				5:45-6:45: Dinner	
		7-7:30: Reading and Reflection				7-7:30 Reflection	
7:30-9:30: Campfire /Night hike & S'Mores/Girls Flock (Loba)		7:45-8:30: Shower/prep for family arrival		6:45-8:30 Movie Night		7:30-8:45: Phoenix Origami CampFire (resilience)	
Get Ready for Bed		8:30: Get ready for Bed		8:30: Get ready for Bed		9: Get ready for Bed	
Lights Out		9:30: Phoenix Chats		9:30: Phoenix Chats		9:30: Phoenix Chats	
		10: Lights Out		10: Lights Out		10: Lights Out	
		All Staff Meeting for Family Day 10:10-10:55	Group A in cabins (Group B attends meeting)				
Activity							

date		August 10, Monday		August 11, Tuesday		Week 3: Who will I become and how will I get there? August 12, Wednesday	
key events	Camper Workshop		Gender Programming				
daily theme	Do I have a visionary goal for my future? Achieving in academics is important in having a successful future and flourishing.	Staff Lead & off-line, Staff Meetings	Am I open to life-long, and life-wide learning and growing? Learning never ends—we do it all the time with an Intrepid spirit. In the woods, in school, outside of school.	Staff Lead & off-line, Staff Meetings	Am I constantly trying to improve? Anyone can be smart! Your smartness grows the more you work at it.	Staff Lead & off-line, Staff Meetings	
vc/cab	Visionary		Intrepid		Constant Improvement		
7:00 AM			Boy or Girl	Boy or Girl			
7:30 AM			7:30-8: Staff Meeting		7:30-8: Staff Meeting		
8:00 AM	8:10-8:30: Morning Circle		8:10-8:30: Morning Circle		8:10-8:30: Morning Circle		
8:30 AM							
9:00 AM							
9:30 AM	8:45-9:45: Breakfast		8:45-9:45: Breakfast		8:45-9:45: Breakfast		
10:00 AM							
10:30 AM							
11:00 AM	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	10-11:15: Instruction Part I	Program Team Meeting and Kitchen Team Meeting	
11:30 AM							
12:00 PM							
12:30 PM	11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II		11:30-12:45: Instruction Part II		
1:00 PM							
1:30 PM	1-2: Lunch Announce Campers Choice		1-2: Lunch Announce Campers Choice		1-2: Lunch		
2:00 PM							
2:30 PM							
3:00 PM	2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting	2:15-3:30: Siesta/Phoenix walks. Girls Prep for Camp Out, Boys Prep for Dining Hall Sleepover.	Supervisor Team Meeting	2:15-3:30: Siesta/Phoenix walks	Supervisor Team Meeting	
3:30 PM							
4:00 PM		Achievement Team Meeting		Achievement Team Meeting		Achievement Team Meeting	
4:30 PM	3:30-3:45 Snack 3:45-5:30: Camper Choice Day		3:30-3:45 Snack 3:45-4:45 Swimming		3:30-3:45 Snack 3:45-5:30: SEL Activity + Debrief		
5:00 PM			5-5:20 Shower				
5:30 PM			5:30-6: Make dinner	5:30-6: Hike to Fern Gulch			
6:00 PM							
6:30 PM	5:45-6:45: Dinner Announce Gender Prog		6:15-7:15: Fancy Dinner Outside	6:15-7:15: Dinner	5:45-6:45: Dinner	Counselor Dinner Meeting	
7:00 PM					7-7:30 Reflections		
7:30 PM	7-8: Camper workshop, Counselor Meeting	Counselor Dinner Meeting					
8:00 PM	8-8:30 Reading and Reflection		7:30-8:30: Field Games		7:30-8:30 Night Activity		
8:30 PM							
8:00 PM	8:30: Get ready for Bed		8:30-9:30 Flock	7:30-9:30: Campfire /Night hike & S'Mores/ Flock	8:30 Get ready for bed		
8:30 PM	9:30: Phoenix Chats		Get Ready for Bed	Get Ready for Bed	9:30: Get ready for Bed & Phoenix Chats		
10:00 PM	10: Lights Out		Lights Out	Lights Out	10: Lights Out		
10:30 PM							
11:00 PM							
11:30 PM							
12:00 AM	Staff Tie-Dye		No Staff Activity		Staff Camp fire		
Day off							
Other Info							

August 13, Thursday		August 14, Friday		August 15, Saturday		August 16, Sunday	
<p><i>- Do I have a visionary goal for my future? Achieving in academics is important in having a successful future and flourishing.</i></p> <p>Flourish</p>	<p>Staff Lead & off-time, Staff Meetings</p>	<p>Carnival</p> <p>Who will I become, and how will I get there? I know who I want to be in the future. I know the areas I want to improve, as well as the community I can count on, that will help me reach my goals.</p>	<p>Staff Lead & off-time, Staff Meetings</p>	<p>Fancy Dinner, Closing Ceremony</p> <p>Who will I become, and how will I get there? I know who I want to be in the future. I know the areas I want to improve, as well as the community I can count on, that will help me reach my goals.</p>	<p>Campers return to Oakland/Staff support</p> <p>Who will I become, and how will I get there? I know who I want to be in the future. I know the areas I want to improve, as well as the community I can count on, that will help me reach my goals.</p>		
		<p>7:30-8: Staff Meeting</p> <p>8:10-8:30: Morning Circle</p>		<p>Review weeks words</p> <p>7:30-8: Staff Meeting</p> <p>8:10-8:30: Morning Circle</p>			
<p>8:45-9:45: Breakfast</p>		<p>8:45-9:45: Breakfast</p>		<p>8:45-9:45: Breakfast</p>		<p>8:45-9:30: Closing Breakfast on Phoenix Field</p> <p>9:30-9:50: Last Circle (strings) Tunnel of love</p>	
<p>10-11:15: Instruction Part I</p>	<p>Program Team Meeting and Kitchen Team Meeting</p>	<p>10-11:15: Instruction Part I</p>	<p>Program Team Meeting and Kitchen Team Meeting</p>	<p>10-11:15: Instruction Part I (Testing)</p>	<p>Program Team Meeting and Kitchen Team Meeting</p>	<p>10am: Bus Departs to Oakland</p>	
<p>11:30-12:45: Instruction Part II</p>		<p>11:30-12:45: Instruction Part II</p>		<p>11:30-12:45: Instruction Part II (Testing)</p>		<p>Campers return to Oakland/Staff support</p>	
<p>1-2: Lunch</p>		<p>1-2: Lunch</p>		<p>1-2: Lunch</p>			
<p>2:15-3:30: Siesta/Phoenix walks</p>	<p>Supervisor Team Meeting</p>	<p>2:15-3:30: Siesta/Phoenix walks</p>	<p>Supervisor Team Meeting</p>	<p>2:15-3:30: Siesta/Phoenix walks</p>	<p>Supervisor Team Meeting</p>		
<p>3:30-3:45 Snack 3:45-5:30:SEL Activity + Debrief</p>	<p>Achievement Team Meeting</p>	<p>3:30-3:45 Snack 3:45-5:30:Carnival</p>	<p>Achievement Team Meeting</p>	<p>3:30-3:45 Snack 3:45-5:15: Clean up (Cabins will be assigned areas for clean up)</p>	<p>Achievement Team Meeting</p>	<p>Clean up, Pack up, Organize</p>	
<p>5:45-6:45: Dinner</p>		<p>5:45-6:45: Dinner</p>		<p>5:30-6:30: Fancy Dinner/Slideshow (Kitchen/Aslay)</p>			
<p>7-7:30 Reflections</p>		<p>7-7:30 Reflections</p>		<p>6:45-7:30 Reading/Reflection (Brain Feeder Team) Camp survey, Sign Group Photo (Mulan)</p>			
<p>7:30-9:30 Night Activity</p>		<p>7:30-9:30 Time Capsules</p>		<p>7:30-8:Pack bags</p>			
<p>8:30 Get ready for bed</p>		<p>8:30 Night Swimming with Glowsticks (shower after) (Berry)</p>		<p>8-9:15: Closing Ceremony</p>		<p>5pm Closing Staff Celebration</p>	
<p>9:30: Get ready for Bed & Phoenix Chats</p>		<p>9:30: Get ready for Bed & Phoenix Chats</p>		<p>9:30: Get ready for Bed & Phoenix Chats</p>			
<p>10: Lights Out</p>		<p>10: Lights Out</p>		<p>10: Lights Out</p>			
				<p>All Staff Meeting: All counselors and staff attend, Sup Team covers Phoenix Nest</p>			

Capstones			
Week, EU, EQ:	Activity	Pillar	Notes
Who are we?			
Week 1	Opening Ceremony Campfire	Community	Campers feel excited about camp, receive their woodcookies, learn about rules, rewards
Week 1	Lantern Ceremony	Community, Leadership	Campers celebrate their making it through one week, and reflect on their favorite things about the CP community and cabin community. Campers make wishes on lanterns for themselves and others in their community
week 2	movie night	Community	Campers watch a movie together and eat shaved ice/cotton candy, enjoying ttheir community
Week 1	Feather gram	Community, Leadership	Campers make feather grams to each other or staff members with a note about why he/she deserves a feather. Campers give their feathers out like secret phoenix (with everyone assigned someone)
Week 1 Week 2	Tie dye	Community	Campers tie dye pillow cases to make a camp phoenix souvenir to take home
EQ-Who am I? EU- I have strengths and			
Week 2	Family Day	Community	Campers and families reunite! Campers update families on what camp has been like, and welcome families into the camp phoenix flock
Week 1	Night Swimming	Community	Cabins with the most feathers can go night swimming (if they choose), other cabins play field games.
Week 2	Phoenix origami fire	Leadership	had to be resilient, and think about challenges they want to overcome. Campers throw into the fire their challenge and share about their experience
Week 2	Color Celebration (Human Tie-dye?)	Community, Leadership	Campers reflect on differences and uniqueness, and celebrate diversity. Campers have fun with Holi paint!
Week 2	Dining hall dance & Banana Boats	Community	Campers let loose and have fun at the "dining hall dance" while eating banana boats
week 2	Top Chef contest with guest judges	Leadership	
Week 2	(Talent Show)	(Leadership)	Campers take leadership and showcase their skills in front of an audience! Be brave!
Who will I become, and			
Week 3	Solo hike	Leadership	Campers show resilience, bravery and leadership by completing a solo hike
week 3	Fancy Dinner	Community	Campers are served a fancy meal by staff members, building community and joy.
week 3	Stringz/Tunnel of love/Burrito hug	Community	Campers reflect on who has helped them and made a difference in their lives at camp. Campers participate in fun, ceremonial traditions to say goodbye
week 3	Staff appreciation	Community	Campers show gratitude to staff members by doing something special for them and writing them thank you notes
week 3	Carnival	Community	Campers spend all their remaining beads and celebrate the end of camp with a fun carnival
week 3	Time capsule	Leadership	Campers reflect on their camp experience and what they'd like to remember for next year concerning community, leadership and achievement
week 3	closing ceremony	Community, Leadership	Campers are celebrated and reflect on how they demonstrated key pillars through camp. Campers say good bye
week 3	(Campers take over day)	Leadership	Campers practice leadership skills by taking over portions of the day.
Week 3	(backwards, one hand day, etc)	Community	Kids can also come up with ideas and we can set parameters, times
others	Summer Book		
	shrink-i-dinks		
	Getting Gnarly		



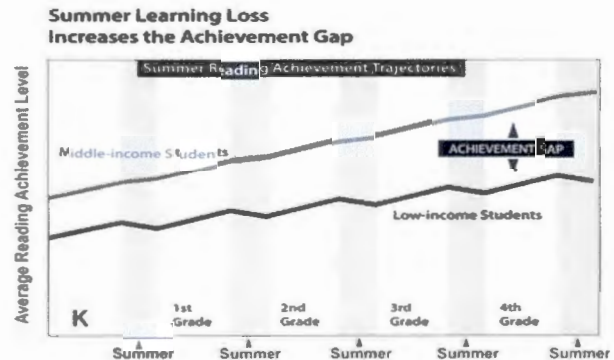
www.campphoenix.org
info@campphoenix.org 916-208-1462

OUR MISSION

Camp Phoenix is summer school, reimagined. We empower low-income youth to overcome the summer opportunity gap by blending the essence of sleepaway camp, with the rigors of discovery-based learning. Through joyful academics, enrichment, and community building, our unique, overnight summer immersion program propels middle-schoolers to reach their fullest potentials as leaders, achievers, and community change agents.

THE SUMMER OPPORTUNITY GAP + WHY EVERY CHILD DESERVES A MEANINGFUL SUMMER

Studies show that while middle-income children make academic gains during the months out of school, low-income youth lose about two months of learning each summer. This critical problem is the summer opportunity gap. Research shows that despite income level, these children learn at the same rate during the school year, but without access to stimulating educational experiences, low-income children fall behind when public school doors close. By the ninth grade, two-thirds of the achievement gap can be attributed to summer learning loss. Find out more about summer learning loss: <http://vimeo.com/59827274>



THE CAMP PHOENIX PROGRAM

Founded in 2012, Camp Phoenix brings low-income youth to its campsite in San Gregorio each summer, where mornings are spent in common core-aligned, exploratory math and literacy groups. Throughout the day campers engage in outdoor and social-emotional learning: sleeping under the stars, cooking breakfast as a team, picking berries from local farms, and peering into tide pools at the nearby beaches. Through the powerful combination of academics and overnight camp, we uniquely position our campers to make growth in academics, while also growing their identities as individuals and young leaders. Watch our latest video: <https://www.youtube.com/watch?v=99fUnz9GVbE>

OUR IMPACT

We have seen enormous success since the launch of our program. In just three weeks, campers on average gain over two months of learning, and over 95% of campers report increased confidence in themselves, and their academic abilities. Assistant Principal Cameron Stephenson said: "Camp Phoenix has made a significant impact on our Greenleaf Middle School scholars. The students who attended the camp came back in the fall raring to go. They were mature, hardworking and focused on school. They had also developed a real sense of community and excitement about both camp and school. This year, our sixth grade has been significantly more academically focused than last year...I have no doubt that Camp Phoenix played a role in our growth." Additionally, over 90% of families say their camper tries harder in school and takes more responsibility.



"I am most proud of being a leader because now I know I can work harder and I can lead people to better actions. I have more integrity and empathy." – Glenda (Owly) Ramirez

2015 we will expand our program to serve over sixty campers, nearly tripling our number of participants since 2013. We also have ambitious plans to continue expanding our number of campers, while also building a year-round mentorship and weekend-excursion program to deepen our impact.



CAMP PHOENIX LEADERSHIP

Roger Tsai, Board Chair, Vice President, Strategic Initiatives at Gracenote. Roger leads product development of emerging media technologies at Gracenote and has spent over 10 years driving strategic planning and product roadmaps for McKinsey & Company, Accenture, and healthcare tech firm Broadlane. Roger is passionate about creating youth leadership opportunities. He earned an MBA from the Kellogg School of Management and a B.S. in Mechanical Engineering from University of California, Berkeley. Today, Roger resides in Oakland, CA with his wife and two children.

Ellen Bozzo, Board Member, Financial Consultant. Ellen has 25 years of experience in accounting and finance and over 20 years in the areas of retail, consumer goods and beverage industry. Ellen was Chief Financial Officer of Vino Volo, a retail wine bar primarily in airports, growing the company from 4 to 36 stores. During her tenure she was also Secretary, Treasurer, and a Member of the Board of Directors. Ellen has also volunteered as a Catholic Big Sister in NY and event fundraiser for Valley Humane Society in Pleasanton, CA. Ellen holds an MBA from University of California, Berkeley, and a B.S. in Accounting from Boston College. She lives in Danville with her husband Chris and their two dogs.

Jessica Stewart, Board Member, Managing Director of Great Oakland Public Schools. Jessica is a graduate of Auburn University. She was a founding middle school math and science at Elmhurst Community Prep in East Oakland and in her second year, she was named the Alameda/Contra Costa County Math Teacher of the Year. In her fourth year of teaching, Jessica helped start a community education advocacy organization, Great Oakland Public Schools (GO). She joined the GO team in June 2011 as Managing Director, and lives in Oakland with her husband Jonathon and daughter Brooklyn.

James Paek, Co-Founder and Board Member, Managing Director of Institute Staffing at Teach For America. James taught middle school science with Teach For America (TFA) and then spent three years coaching secondary math and science teachers in Bay Area classrooms. Growing up as a low-income student, James found the power of summer programs instrumental in his own education and development. In college, he became a director with Camp Kesem, where he developed an Urbana chapter to provide a summer camp experience for children affected by a parent's cancer. James holds an M.S. in Secondary Science Education from CUNY Lehman College and a B.S. in Chemistry from the University of Illinois, Urbana Champaign.

Allison Slater, Co-Founder and Board Member, is passionate about developing an enduring camp culture. She credits her own life successes to the 10 formative summers she herself spent as a camper and then as a staff member at Camp Tawonga. Before founding Camp Phoenix, she served as the Teach For America-Oakland Director of Human Capital & School Partnerships building collaborative partnerships with Oakland schools and developing Teach for America-Oakland's strategic growth plan. She currently works for Greenhouse, a smart recruiting platform, and lives in San Francisco.

Jacqueline Soohoo, Co-Founder, Acting Executive Director at Camp Phoenix. Jacqueline has a passion for educational equity, which was ignited as a teacher at West Oakland Middle School, where she led her students to achieve the highest math scores in the district in 2009. Prior to Camp Phoenix, Jacqueline coached new teachers in the Bay Area as a Manager of Teacher Leadership and Development with Teach For America. Jacqueline graduated from the Policy, Organization and Leadership Studies program at Stanford University in 2014, earning a M.A. in Education. She also holds a B.A. degree in Civil Rights History from University of California, Berkeley.



SAM Search Results
List of records matching your search for :

Search Term : Camp* Phoenix* Inc.*
Record Status: Active

No Search Results



PURCHASE ORDER
OAKLAND UNIFIED SCHOOL DISTRICT
 PURCHASING DEPARTMENT
 900 HIGH STREET OAKLAND, CALIFORNIA 94601
 FAX: (510) 879-1857

PURCHASE ORDER NO.
P1600109

**ORDER MUST BE RECEIVED IN OAKLAND USD WAREHOUSE BY
 06/30/16 , OR ORDER WILL BE RETURNED TO VENDOR AT
 VENDOR'S EXPENSE**

R0160150

- * SHOW PURCHASE ORDER NUMBER AND ITEM NUMBER ON ALL CORRESPONDENCE, INVOICES, AND PACKAGES.
- * ALL GOODS AND SERVICES MUST BE AS SPECIFIED. DO NOT SUBSTITUTE.
- * MAIL INVOICE IN DUPLICATE TO: OAKLAND UNIFIED SCHOOL DISTRICT

**PAYMENT CANNOT BE GUARANTEED IF SHIPPED TO ADDRESS
 OTHER THAN BELOW. FOR PROMPT PAYEMENT, ITEMS ON
 INVOICE MUST BE IN SAME SEQUENCE AS ITEMS ON PURCHASE**

VENDOR:

ACCOUNTS PAYABLE
 1000 Broadway, Suite 450
 Oakland, CA 94607

SHIP TO:

COMMUNITY SCHOOLS AND STUDENT SERVI
 746 GRAND AVENUE
 OAKLAND CA 94610
 PHONE: (510) 273-1500
 FAX: (510) 273-1501
 SITE CONTACT: McMearn, Renee

I006711
 INC. CAMP PHOENIX
 39931 PARADA STREET, #B
 NEWARK CA 94560

Del
 Date

07/01/15

Bid

Quote#

M1 (916) 208-1462

Item No.	Quantity	Unit	Description of Articles or Services	Unit Price	Total Price
001	16,380	EA	CONTRACTED SERVICES - Summer Learning Programs at Greenleaf Elementary School.	1.00	16,380.00
NET TOTAL					16,380.00

NOTICE TO VENDORS:

Vendor agrees, by supplying the product(s) and/or service(s) requested in this purchase order, to defend, indemnify and hold harmless the District, its Board of Education, officers, employees, agents from any and all losses or injuries, however caused, resulting from any defects in, or delivery of, the product(s) supplied, or negligence in providing the service(s).

AFFIRMATIVE ACTION:

The seller shall not discriminate against any employee or applicant for employment because of race, creed, sex, non-impairing handicap, color, or national origin and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive Order No. 11375). Failure to comply shall be considered cause for not requesting bids from that firm, until it complies with the above provision.

Buyer Name: BRENDA LEWIS

Buyer Phone#: (510) 434-2247

 DIRECTOR OR DESIGNEE OF PURCHASING

 DATE

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

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

Contractor Information

Contractor Name	Camp Phoenix, Inc.	Agency's Contact	Jacqueline Soohoo
OUSD Vendor ID #	I006711	Title	Executive Director
Street Address	39931 Parada Street, #B	City	Newark
		State	CA
		Zip	94560
Telephone	(916) 208-1462	Email (required)	jacquelinesoohoo@gmail.com
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Worked as an OUSD employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	05/01/2015	Date work will end	08/21/2015	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	\$ 16,380.00
			5825	
			5825	
Requisition No. (required)	R0160150	Total Contract Amount	\$ 16,380.00	

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	Julie McCalmont	Phone	(510) 273-1576
	Site/Department (Name & #)	922/Community Schools and Student Services Dept.		Fax	(510) 273-1501
	Signature	<i>Julie McCalmont</i>		Date Approved	6/5/15
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"/> Community Partnerships and Student Services <input type="checkbox"/> Risk			
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature	<i>Julia Ma</i>		Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature	<i>Christine Saubert</i>		Date Approved	6/12/15
	Chiefs / Deputy Chiefs	Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$86,000			
4.	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>Devin Bellin</i>		Date Approved	
5.	Superintendent, Board of Education	Signature on the legal contract			
Legal	Required if not using standard contract	Approved	Denied - Reason	Date	
Procurement	Date Received	PO Number	P1600109		