

Board Office Use: Legislative File Info.	
File ID Number	12-0825
Introduction Date	04/25/2012
Enactment Number	12-1085
Enactment Date	4-25-12 82



Memo

To The Board of Education
 From Tony Smith, Ph.D., Superintendent
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date (To be completed by Procurement) April 25, 2012

Subject Professional Services Contract -
Higher Ground NDC Oakland CA (contractor, City State)
Allendale Elementary School (site/department)

Action Requested Approval of a professional services contract between Oakland Unified School District and Higher Ground NDC. Services to be primarily provided to Allendale Elementary School for the period of 12/05/2011 through 06/14/2012.

Background *A one paragraph explanation of why the consultant's services are needed.*
 Allendale has a specific group of socio-economically challenged and low-achieving students that need additional supports to improve their daily attendance, help increase the students academic achievement by creating equitable learning opportunities and help to maintain a safe, healthy and supportive school environment through social, emotional and physical health support services.

Discussion *One paragraph summary of the scope of work.*
 Higher Ground will work with the Allendale Elementary School community to support targeted socio-economically disadvantaged and low achieving students through a series of comprehensive support services. The services will: work towards increasing student attendance through parent engagement and involvement; help students meet academic achievement standards through in-class support and group; and support increased student behavior and promote positive school climate and culture through the facilitation of large group activities that focus on positive peer-to-peer social engagement activities, setting healthy boundaries and following rules, expectations and healthy group norms. Services will be offered before, after and during the day.

Recommendation Approval of professional services contract between Oakland Unified School District and Higher Ground NDC. Services to be primarily provided to Allendale Elementary School for the period of 12/05/2011 through 06/14/2012.

Fiscal Impact Funding resource name (please spell out) Title 1 not to exceed \$ 20,000.00

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

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OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2011-2012

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

1. **Services:** CONTRACTOR shall provide the services described in **Exhibit "A,"** attached hereto and incorporated herein by reference ("Services" or "Work").
2. **Terms:** CONTRACTOR shall commence work on 12/05/2011, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/14/2012.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Twenty thousand Dollars (\$ 20,000.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

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

6. **CONTRACTOR Qualifications / Performance of Services.**

CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care. CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

OUSD Representative:

Name: Steven Thomasberger
Site /Dept.: Allendale Elementary School
Address: 3670 Penniman
Oakland, CA 94619
Phone: (510) 535-2812

CONTRACTOR:

Name: Higher Ground NDC, Amber Blackwell
Title: Administrative Operations Director
Address: 6441 Herzog St
Oakland CA 94608
Phone: (510) 658-6454

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

8. Invoicing

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

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

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

10. Insurance:

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

Check one of the boxes below:

- CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

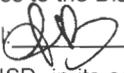
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence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

OR

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

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

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

Contractor initial:  _____

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Professional Services Contract

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

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

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 12/05/2011 Work shall be completed by: 06/14/2012 Total Fee: \$20,000.00

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature]
 President, Board of Education
 Superintendent or Designee

[Signature]
Secretary, Board of Education

4/26/12
Date

4/26/12
Date

CONTRACTOR

[Signature] 2-7-12
Contractor Signature Date

Higher Ground NDC, Amber Bl...
Print Name, Title

File ID Number: 12-0825
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Enactment Date: 4-25-12
By: [Signature]

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Higher Ground will work with the Allendale Elementary School community to support targeted socio-economically disadvantaged and low achieving students through a series of comprehensive support services. The services will: work towards increasing student attendance through parent engagement and involvement; help students meet academic achievement standards through in-class support and group; and support increased student behavior and promote positive school climate and culture through the facilitation of large group activities that focus on positive peer-to-peer social engagement activities, setting healthy boundaries and following rules, expectations and healthy group norms. Services will be offered before, after and during the day.

SCOPE OF WORK

Higher Ground NDC will provide a maximum of 1,000.00 hours of services at a rate of \$ 20.00 per hour for a total not to exceed \$20,000.00. Services are anticipated to begin on 12/05/2011 and end on 06/14/2012.

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.

Please see attached.

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.

Please see attached.

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

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



Higher Ground Neighborhood Development Corp

www.highergroundndc.com

Allendale Elementary School
Behavioral Health
SCOPE OF WORK 2011-12 School Year

Summary of Services:

Higher Ground will work with the Allendale Elementary School community to support targeted socio-economically disadvantaged and low achieving students through a series of comprehensive support services. The services will: work towards increasing student attendance through parent engagement and involvement; help students meet academic achievement standards through in-class support and group; and support increased student behavior and promote positive school climate and culture through the facilitation of large group activities that focus on positive peer-to-peer social engagement activities, setting healthy boundaries and following rules, expectations and healthy group norms. The services will include group, in-class support, teacher coaching and educational bridge. Group and In-Class will focus on students on the behavioral health caseload during before, during and after school. Educational Bridge will help identified students that show the warning signs of dropping out in the elementary years by supporting their educational needs during break and bridge times. Students will receive academic intervention, instruction and support throughout the entire school day, including bridge times at lunch and recess and before and after school.

ACTIVITY	SUMMARY	GOAL
GROUP REHABILITATION	20 students will participate in group rehabilitation. Working with identified students on behaviors such as: anger management, non-compliance, impulse control, social skills, coping mechanisms, grief, and loss will help increase students social and emotional functioning.	30% change in one or more behaviors being worked on in group rehabilitation by end of contract period.
IN-CLASS SUPPORT	10 children will receive no less than three hours of in class support per week in 8 week intervals. Children receiving the in-class support mode of treatment are high intervention level participants. Upon the conclusion of 8-week sessions, progress is evaluated a data report created with recommendations around increasing, decreasing, or maintaining time spent. All students receive support the entire year. In-class support assists children in becoming successful in the classroom setting. The goal is to help therapeutically modify the environment helping to reduce the barriers to optimal behavioral functioning. Increasing the amount of time students spends on task and in class is our goal.	40% decrease in behaviors resulting in referrals from the classroom among students receiving in-class support.
INDIVIDUAL BEHAVIORAL INTERVENTION and CRISIS INTERVENTION	Children that do not respond to the first two levels of care, which are group and in-class support will receive <u>individual rehabilitation</u> 1-2/week to attempt to get at the deeper issues preventing progress. Children experiencing sudden trauma resulting in emotional or social instability will be given <u>crisis intervention</u> and seen until trauma has subsided. They may receive ongoing individual, or group treatment until behavior stabilizes.	90% of clients receiving crisis intervention will stabilize in the school setting by the end of the service contract.
TEACHER COACHING	The teachers of children receiving in-class support will receive coaching on ways to implement behavior plans in their classrooms. Behavior plans are critical to teaching students how to manage their behaviors in the classroom. With teachers and adults working with the student using the same language and sets of expectations treatment concepts can be consistently implemented.	20% of teachers whose students receive in-class support will utilize behavior plan strategies.
EVALUATION	An evaluation will be prepared by HG detailing data based on stated outcomes results, satisfaction surveys and information about the successes and challenges of programming are included in the HG self assessment.	An end of the year evaluation revealing the site's level of satisfaction with HG programming and our ability to meet our stated outcomes from impacted daytime faculty and staff.

Allendale Elementary School
Behavioral Health/Developmental Recess
BUDGET 2011-12 School Year

Program Expense	Description	Breakdown	Cost
STAFFING	Operations Director – Training, Student Assessment, Teacher Coaching and Evaluation	2 hours/week @ 4 weeks/month @ 7 months (\$50)	\$2,800
	Restorative Justice/School Climate Coach	30 hours/week @ 28 weeks (\$20)	\$16,800
	Intervention Mentor/Intern	25 hours/week @ 28 weeks (\$20)	\$14,000
INCENTIVES	Program and individual student rewards for incentive plans, awards, trips, etc.	\$100/month @ 4 groups/month @ 7 months	\$2,800
SUPPLIES	Program Supplies and Materials – games for psycho-social development; learning materials; and recreational games; recycling materials; hiking materials; hygiene kits; first aid kits.	N/A	\$2,000
SUBTOTAL			\$38,400
ADMINISTRATIVE COST	Payroll, Accounting, Insurance, Etc.	10%	\$3,840
TOTAL PROGRAM BUDGET			\$42,240
Allendale Contribution		Title 1	\$20,000
Higher Ground Match			\$22,240

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

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



HIGHER GROUND NEIGHBORHOOD DEVELOPMENT CORP.

6441 Herzog Street
Oakland, California 94608

(510)658-6454

www.highergroundndc.com

BIOGRAPHY OF OUSD-RELATED SERVICES

School Year	Site	Summary of Programs and Services
2008 - 2012	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Developmental Recess ➤ Service Learning ➤ Comprehensive After School Program Coordination Implementation
	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation ➤ Grade Level Collaborative Support – Physical Education Classes
	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation ➤ Developmental Recess
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation ➤ Grade Level Collaborative Support – Physical Education Classes
Fall 2010	<i>Marshall Elementary School</i>	<ul style="list-style-type: none"> ➤ Fiscal Agent
2007 - 2008	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Developmental Recess ➤ Service Learning ➤ Comprehensive After School Program Coordination Implementation
	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Recess Support ➤ Grade Level Collaborative Support ➤ Comprehensive After School Program Coordination Implementation
	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> ➤ ELL Support Program ➤ Comprehensive After School Program Coordination Implementation
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Grade Level Collaborative Support ➤ Comprehensive After School Program Coordination Implementation
2006 – 2007	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Service Learning ➤ Comprehensive After School Program Coordination Implementation
	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation
	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Grade Level Collaborative Support ➤ Comprehensive After School Program Coordination Implementation
2005 - 2006	<i>Cox Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program
	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Comprehensive After School Program Coordination Implementation
	<i>Jefferson Elementary School</i>	<ul style="list-style-type: none"> ➤ After School SES Coordination
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation
2004 - 2005	<i>E. Morris Cox Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ After-School Program
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination Implementation
2003 - 2004	<i>E. Morris Cox Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program
	<i>Fruitvale Elementary School</i>	<ul style="list-style-type: none"> ➤ After School Behavioral Health Group
2002	<i>Oakland Unified School District</i>	<ul style="list-style-type: none"> ➤ OUSD granted HGNDc a charter to operate Lotus A&T Academy



P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 01-19-2012

GROUP:
 POLICY NUMBER: 1955988-2012
 CERTIFICATE ID: 5
 CERTIFICATE EXPIRES: 01-19-2013
 01-19-2012/01-19-2013

CITY OF OAKLAND
 REDEVELOPMENT AGENCY
 150 FRANK H OGAWA PLZ
 OAKLAND CA 94612-2007

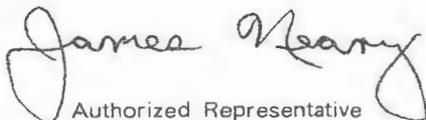
NB

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 10 days advance written notice to the employer.

We will also give you 10 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.


 Authorized Representative



President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

EMPLOYER

HIGHER GROUND NEIGHBORHOOD DEVELOPMENT CORP
 AND CORP
 6441 HERZOG ST
 OAKLAND CA 94608



HOME OFFICE	SAN FRANCISCO	ANNUAL RATING ENDORSEMENT
IT IS AGREED THAT THE CLASSIFICATIONS AND RATES PER \$100 OF REMUNERATION APPEARING IN THE CONTINUOUS POLICY ISSUED TO THIS EMPLOYER ARE AMENDED AS SHOWN BELOW.		

HERE ARE YOUR NEW RATES FOR THE PERIOD INDICATED. IF YOUR NAME OR ADDRESS SHOULD BE CORRECTED OR IF INSURANCE IS NOT NEEDED FOR NEXT YEAR, PLEASE TELL US.

IMPORTANT THIS IS NOT A BILL
 SEND NO MONEY UNLESS STATEMENT IS ENCLOSED
 THE RATING PERIOD BEGINS AND ENDS AT 12:01AM
 PACIFIC STANDARD TIME

CONTINUOUS POLICY 1955988-12

RATING PERIOD 1-19-12 TO 1-19-13

HIGHER GROUND NEIGHBRHOOD DEVELPMN	DEPOSIT PREMIUM	\$1,501.00
6441 HERZOG ST	MINIMUM PREMIUM	\$250.00
OAKLAND, CALIF 94608	PREMIUM ADJUSTMENT PERIOD	MONTHLY
		R NE

NAME OF EMPLOYER- HIGHER GROUND NEIGHBORHOOD DEVELOPMENT
 CORP AND
 CORP
 (A NON-PROFIT CORP.)

CODE NO. PRINCIPAL WORK AND RATES EFFECTIVE FROM 01-19 12 TO 01-19-13

		PREMIUM BASIS	BASE RATE	INTERIM BILLING RATE*
8868 1	COLLEGES OR SCHOOLS--PRIVATE	235461	2.87	2.60
8742-1	SALESPERSONS--OUTSIDE.	163214	1.29	1.17
8810-1	CLERICAL OFFICE EMPLOYEES--N.O.C.	296621	1.15	1.04
9101 1	COLLEGES OR SCHOOLS--PRIVATE	0	14.73	13.35

*****BUREAU NOTE INFORMATION*****

FEIN 311779933

TOTAL ESTIMATED ANNUAL PREMIUM \$11,126

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CHARITY FIRST – AMENDMENT OF COVERAGE – WHO IS AN INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization (Additional Insured):

Oakland Unified School District
1025 2nd Ave.
Oakland, CA 94606

Designation Of Premises (Part Leased to You)

WHO IS AN INSURED (Section II) is amended to include as an insured:

- A. Your members and volunteers but only with respect to their liability for your activities or activities they perform on your behalf;
- B. Your trustees or members of the board of governors while acting within the scope of their duties as such on your behalf; and
- C. Person(s) or organization(s), whether or not shown in the Schedule above, but only with respect to their liability arising out of:
 - 1. Their financial control over you;
 - 2. Their requirements for certain performance placed upon you, as a non-profit organiza-

tion, in consideration for funding or financial contributions you receive from them;

- 3. The ownership, maintenance or use of that part of a premises leased to you; or
- 4. "Your work" for that insured by or for you.

As respects Part C.3. above, this insurance does not apply to:

- (a) Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s); or
- (b) Any "occurrence" which takes place after you cease to be a tenant in that premises.

Basic Directions

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

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

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist

- For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
- For individual consultants: Proof of negative tuberculosis status within past 4 years
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant)
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured
- For All Consultants with employees: Proof of workers compensation insurance

OUSD Staff Contact Emails about this contract should be sent to: steven.thomasberger@ousd.k12.ca.us

Contractor Information

Contractor Name	Higher Ground NDC	Agency's Contact	Amber Blackwell		
OUSD Vendor ID #	1001673	Title	Admin Operations Director		
Street Address	6441 Herzog St	City	Oakland	State	CA Zip 94608
Telephone	(510) 658-6454	Email	highergroundndc@yahoo.com		
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	12/05/2011	Date work will end	06/14/2012	Other Expenses	
Pay Rate Per Hour (required)	\$ 20.00	Number of Hours	1,000.00	Total Contract Amount	\$ 20,000.00

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
3010	Title 1	1014850101	5825	\$ 20,000.00
			5825	\$
			5825	\$
Requisition No.	R0203128		Total Contract Amount	\$ 20,000.00

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.epls.gov/epls/search.do>)

1.	Administrator / Manager (Originator)	Name	Steven Thomasberger	Phone	(510) 535-2812	
	Site / Department	Allendale Elementary School			Fax	
2.	Signature	<i>[Signature]</i>			Date Approved	2-17-12
	Resource Manager, if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs					
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)					
3.	Signature	<i>[Signature]</i>			Date Approved	3/14/12
	Signature (if using multiple restricted resources)				Date Approved	
4.	Regional Executive Officer					
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site <input type="checkbox"/> Consultant is qualified to provide services described in the scope of work					
5.	Signature	<i>[Signature]</i>			Date Approved	
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000					
6.	Signature	<i>[Signature]</i>			Date Approved	3-23-12
	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		

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