

Board Office Use: Legislative File Info.	
File ID Number	13-0262
Introduction Date	3-13-13
Enactment Number	13-0453
Enactment Date	3/13/13 o.s.



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

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) _____

Subject Professional Services Contract -
Michael Sullivan Riverbank Ca (contractor, City State)
Castlemont High School (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Michael Sullivan. Services to be primarily provided to Castlemont High School for the period of 12/03/2012 through 06/28/2013.

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

A quality school creates and sustains equitable conditions for learning and advocates for uninterrupted patterns or inequities. In order to allow faculty deliver high quality effective instruction to our students, and in addition to the technical assistance that OUSD provides to our site, the administration wanted to enhance the technical support required on site, during and after school, to keep up with software applications updates and changes. To ensure that software technology is deployed professionally, and timely in all classrooms, and computer labs without interruptions, it is necessary to hire an independent consultant to provide this service.

Discussion
One paragraph summary of the scope of work.

A contract of services between OUSD and Michael Sullivan of Riverbank CA for the latter to provide technical assistance campus wide to instructional staff. This support includes installation of educational software in all classrooms and in four computer labs. Additionally, the contractor will assist faculty and students to effectively navigate through the software applications to maximize learning. The contractor will provide this service from Dec 3, 2012 through June 28, 2013, and the contract will not to exceed \$22,225.00

Recommendation Ratification of professional services contract between Oakland Unified School District and Michael Sullivan. Services to be primarily provided to Castlemont High School for the period of 12/03/2012 through 06/28/2013.

Fiscal Impact Funding resource name (please spell out) Title One
not to exceed \$ 22,225.00

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 2012-2013

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

- Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 12/03/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 06/28/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed twenty two thousand two hundred twenty five 00/100 Dollars (\$22,225.00). 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: none.

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

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

- 4. Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - Individual consultants:
 - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 - Agencies or organizations:
 - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- 5. Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* none 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: John Lynch
Site /Dept.: Castlemont High School
Address: 8601 MacArthur Blvd.
Oakland, CA
Phone: (718) 510-2301

CONTRACTOR:

Name: Michael Sullivan
Title: Independent Tech Consultant
Address: 2918 Turpin Avenue
Riverbank Ca 95367
Phone: (510) 891-0427

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 a statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

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

10. Insurance:

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

Check one of the boxes below:

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

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

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

OR

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

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

Professional Services Contract

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

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

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

Summary of terms and compensation:

Anticipated start date: 12/03/2012 Work shall be completed by: 06/28/2013 Total Fee: \$22,225.00

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent or Designee

Secretary, Board of Education

Date

Date

CONTRACTOR

Contractor Signature

Date

Michael Sullivan
Print Name, Title

Independent Tech Consultant

Certified:

Edgar Rakestraw, Jr. 3/14/13
Edgar Rakestraw, Jr., Secretary
Board of Education

File ID Number: 13-0262
Introduction Date: 3/13/13
Enactment Number: 13-0263
Enactment Date: 3/13/13
By: al

**Service Agreement
between
Michael Sullivan - Independent Technical Support Consultant
and
Castlemont High School**

SCOPE OF WORK

As a sole provider, Michael Sullivan agrees to assist instructional staff to create and sustain equitable conditions for learning and to obtain 100% uninterrupted class time. Mr. Sullivan will do this by:

- Ensuring that technology is deployed professionally in classrooms without interruption thus allowing teacher and students 100% of uninterrupted class time.
- Providing instructional and technological support to teachers to navigate and load curriculum to prepare and plan class content, especially for those teachers with Smart Board, and Promethean Boards in their classrooms so that boards are fully integrated into instructional program
- Inform school staff about school's needs for software and equipment specs so they can communicate with OUSD Tech Services to keep Castlemont's technology operating 24/7 without interruption.
- Provide training and assistance to staff to operate and maintain sound, visual and lights system during school activities.

Michael Sullivan

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.

A contract of services between OUSD and Michael Sullivan of Riverbank CA for the latter to provide technical assistance campus wide to instructional staff. This support includes installation of educational software in all classrooms and in four computer labs. Additionally, the contractor will assist faculty and students to effectively navigate through the software applications to maximize learning. The contractor will provide this service from Dec 3, 2012 through June 28, 2013, and the contract will not to exceed \$22,225.00

SCOPE OF WORK

Michael Sullivan _____ will provide a maximum of 889.00 hours of services at a rate of \$ 25.00 per hour for a total not to exceed \$ 22,225.00. Services are anticipated to begin on 12/03/2012 and end on 06/28/2013.

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.

Maintain up-to-date all software applications in all computers (current or new) installed in classrooms, and in four (4) computer labs in Castlemont. Provide technical assistance and ensure that teachers with Promethean Smart Boards have uninterrupted access to the computer/software to deliver instruction. Keep open communication with OUSD Tech Services for software and equipment specs and requirements to keep Castlemont's technology operating 24/7 without interruption. Identify and report computers, network and maintenance issues to administration for referral to OUSD Tech Services. Provide technical assistance to staff to operate and maintain sound, visual and lights system during school assemblies, staff, parents, and community meetings. Provide technical assistance on-site during weekends with 24 hr advance notice. Review Castlemont's Technical Assistance Request Log daily and address each request, and report action on each request weekly in the form of a report to administration. Report to work a minimum of 4hrs daily, and or weekend with 24hr advance notice. If unable to report to work, notify administration 24hr in advance. Submit invoices for payment on the first of each month to business office.

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

The teachers/students that currently have computers installed in their classrooms, will benefit in the following manner. The tech consultant on-site will allow faculty to daily access to up-to-date software in order to deliver instruction without interruption. Subsequently, non-interrupted instruction periods will translate into improved grades and improved GPA. We are anticipating that this practice will benefit at least 99% of students who have access to technology on-site.

Allocation of this resource is in line with the site's strategic operational practices to develop systems and allocates resources to fulfill the school's vision of effective school leadership and resource management.

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

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

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

Please select:

Action Item included in Board Approved SPSA (no additional documentation required) – Action Item Number: 1309

Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified", modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/13/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Khoe & Associates 328 15th St Oakland CA 94612 Phone: 510-465-3993 Fax: 510-580-9470	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : THE HARTFORD INSURANCE</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : THE HARTFORD INSURANCE		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED MICHAEL SULLIVAN 2918 TURPIN AVENUE RIVERBANK, CA 95367														

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


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		57SBMBE2188	12/13/2012	12/13/2013	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

THE OAKLAND UNIFIED SCHOOL DISTRICT IS NAMED AS AN ADDITIONAL INSURED WITH RESPECT TO CONTRACT FOR SERVICES(MANAGEMENT CONSULTANT)

10 DAYS NOTICE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM

CERTIFICATE HOLDER THE OAKLAND UNIFIED SCHOOL DISTRICT 1025 2ND AVENUE RISK MANAGEMENT DEPT ROOM 115A OAKLAND, CA 94606	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Search Results

Current Search Terms: michael* L. sullivan*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.461.20121211-2149

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



NOV 1 4 2012
 Castlemont School

Community Schools Strategic Site Plan 2012-2013, SSC-Approved Actions												
School: Castlemont High School		Site Code: 301										
#	Priority Area	Student Group	Item#	Strategic Action	Resource Name	Res.#	Object Name	Object#	Position Code	FTE	Budget Amount	
1	A Balanced Literacy & Literacy Across the Curriculum	English Learners	301SQ1A832	Beyond contractual teaching time, EL faculty will develop common rubric to evaluate writing across content areas in grades 9-12 for EL students.	EIA - LEP	7091	TEACHERS SALARIES STIPENDS	1120		0	\$6,000.00	
2	A Balanced Literacy & Literacy Across the Curriculum	All Students	301SQ1A836	School wide PD goal of literacy integration, weekly PD developed by Instructional Leadership Team (ILT) to address this goal	EIA - SCE	7090	TEACHERS SALARIES STIPENDS	1120		0	\$10,000.00	
3	A Balanced Literacy & Literacy Across the Curriculum	All Students	301SQ1A836	Common planning at the grade level built into Master Schedule for grade level inquiry teams to address common practices at their grade level	N/A	NA				0	\$0.00	
4	A Balanced Literacy & Literacy Across the Curriculum	All Students	301SQ1A838	Use of cycles of inquiry to continually examine the effectiveness of literacy strategies	N/A	NA				0	\$0.00	
5	A Balanced Literacy & Literacy Across the Curriculum	All Students	301SQ1A840	Give literacy-specific feedback on unit plans	N/A	NA				0	\$0.00	
6	A Balanced Literacy & Literacy Across the Curriculum	All Students	301SQ1A841	Conduct cycles of observation with clear feedback with all teachers	N/A	NA				0	\$0.00	
7	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A842	Radically increase the number of books that students are reading by purchasing supplemental texts are both rigorous and engaging.	Title I	3010	BOOKS-OTHER THAN TEXTBOOKS	4200		0	\$3,000.00	
8	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A843	Frequent teacher-led, close reading of rich complex texts must be a regular part of student experience. This means emphasizing questions that can only be determined from the text and which combine focused word study and attention to syntax with writing, listening and speaking about text in order to develop deep understanding.	N/A	NA				0	\$0.00	
9	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A844	Develop a systematic approach to 9-12 word study.	N/A	NA				0	\$0.00	
10	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A845	Literacy Specialist teaches sections of reading intervention in grade 9 (i.e. Read 180 or some sort of structured reading support	N/A	NA				0	\$0.00	
11	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A852	Require that in grades 11-12, 70% of ELA texts should be complex informational texts (% based on Common Core Recommendation)	N/A	NA				0	\$0.00	
12	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A853	Work with an Instructional Leadership Team to provide Professional Development around evidence based writing in all content areas, including electives (SUDA electives, humanities electives, etc.)	N/A	NA				0	\$0.00	
13	A Balanced Literacy & Literacy Across the Curriculum	All Students	301SQ1A854	Use cohort model in order to enhance opportunities for teachers to track student progress in literacy across the curriculum.	N/A	NA				0	\$0.00	
14	A Balanced Literacy & Literacy Across the Curriculum	Far Below Basic, Below Basic, and Basic	301SQ1A855	Class size reduction in 10th and 11th grade ELA classes, as a way to increase student achievement as seen through grades and CAHSEE pass rates	N/A	NA				0	\$0.00	
15	A Balanced Literacy & Literacy Across the Curriculum	English Learners	301SQ1A4789	Provide supplemental instructional materials and supplies to support effective instructional practices.	Title I	3010	SUPPLIES	4310		0	\$3,034.00	

Department of Student Achievement
 William Nownes
 4/15/12
 Date

103	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)		301SQI3A1074	Facilitation of Professional Development opportunities	N/A	NA				0	\$0.00
104	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)		301SQI3A1075	Analyze formative and summative student learning data, identifying trends and discuss strategies for re-teaching or intervention.	N/A	NA				0	\$0.00
105	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)		301SQI3A1076	Modeling both professional and instructional norms, maintain model classrooms and promote the school as a professional space	N/A	NA				0	\$0.00
106	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)		301SQI3A1077	ILT members are assigned a group of teachers, by grade level or subject area, for whom they provide individual coaching. ILT members are provided training on peer-coaching.	N/A	NA				0	\$0.00
107	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)		301SQI3A1078	Use of Teacher Leader Model Standards to guide the work of the ILT and the work of other professional development spaces at the site.	N/A	NA				0	\$0.00
108	A Building Capacity & Leadership (Professional Development/Learning Communities/Coaching/Staff Induction)	All Students	301SQI3A4792	Teachers attend conferences and classes that enable them to improve their instructional practices.	Title I	3010	CONFERENCE EXPENSE	5220		0	\$16,000.00
109	A Family & Community Engagement	All Students	301SQI4A4795	Provide speakers at parent involvement school events. Collaborate with parents to choose topics.	Title I - Parent Participation	9901	ASSEMBLIES/CLASSRM PRESENTION	5828		0	\$1,500.00
110	A Family & Community Engagement	All Students	301SQI4A4796	Provide refreshments at parent involvement school events .	Title I - Parent Participation	9901	MEETING REFRESHMENTS	4311		0	\$1,000.00
111	A Family & Community Engagement	All Students	301SQI4A4797	Provide supplies that support parent involvement events.	Title I - Parent Participation	9901	SUPPLIES	4310		0	\$700.00
112	A Family & Community Engagement	All Students	301SQI4A4798	Inform parents of upcoming parent involvement events at the school.	Title I - Parent Participation	9901	POSTAGE	5910		0	\$514.00
113	A Family & Community Engagement	Far Below Basic, Below Basic, and Basic	301SQI4A4804	Provide postage for mailing correspondence about family meetings such as Back-to-School Night, SSC, etc.	EIA - SCE	7090	MAILING SERVICES	5950		0	\$4,000.00
114	A Family & Community Engagement	All Students	301SQI4A4805	Provide refreshments at parent involvement school events .	Title I	3010	MEETING REFRESHMENTS	4311		0	\$2,500.00
115	A Strategic Operational Practices	All Students	301SQI5A1349	Instructional Tech support to assist teacher and students navigate and or load curriculum.	Title I	3010	CONSULTANTS	5825		0	\$27,000.00
116	A Strategic Operational Practices	All Students	301SQI5A1350	Create system for school staff members to request facilities/maintenance repairs and have the request addressed within 48 hours.	N/A	NA				0	\$0.00
117	A Strategic Operational Practices	All Students	301SQI5A1351	Head custodian does daily walk through of campus, addressing facilities issues within 48 hours	N/A	NA				0	\$0.00
118	A Strategic Operational Practices		301SQI5A1352	School creates a priority pool of substitute teachers they feel are effective at classroom management, building relationships and instruction. Those substitutes are given priority for jobs.	N/A	NA				0	\$0.00
119	A Strategic Operational Practices		301SQI5A1353	Principal sets tone at the beginning of school year that taking days negatively impacts the culture of teaching and learning.	N/A	NA				0	\$0.00

*Det'd Lily Site
DEC 19 2012 8:30 A.M.*

AS
DEC 19 2012

Basic Directions

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

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

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

Attachment Checklist	<input checked="" type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
	<input checked="" type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years.
	<input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do)
	<input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	<input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
	<input type="checkbox"/> For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

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

Contractor Information

Contractor Name	Michael Sullivan	Agency's Contact	Michael Sullivan
OUSD Vendor ID #	I004938	Title	Independent Tech Support Consultant
Street Address	2918 Turpin Avenue	City	Riverbank
Telephone	(510) 891-0427	State	Ca
		Zip	95367
		Email (required)	scoopof1@gmail.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	12/03/2012	Date work will end	06/28/2013	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 25.00	Number of Hours (required)	889.00		

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
	Title One	3014850121	5825	\$ 22,225.00
			5825	\$
			5825	\$
Requisition No. (required)	R0309216		Total Contract Amount	\$ 22,225.00

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	John Lynch	Phone	(718) 510-2301
	Site / Department	Castlemont High School	Fax	639-4506	
2.	Signature <i>[Signature]</i> Date Approved				
	Resource Manager, if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
3.	Signature <i>[Signature]</i> Date Approved <i>1-30-13</i>				
	Regional Executive Officer				
4.	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
5.	Signature <i>[Signature]</i> Date Approved <i>1/30/13</i>				
	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000				
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		<i>P1304000</i>	

2376

