

Board Office Use: Legislative File Info.	
File ID Number	15-1344
Introduction Date	8-12-15
Enactment Number	15-1256
Enactment Date	8/12/15 oa



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)

8/12/15

Subject Professional Services Contract - Aim High
 - 922/Community Schools and Student Services Dept. (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Aim High. 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: Urban Promise Academy.

Discussion
One paragraph summary of the scope of work.

Ratification by the Board of Education of a Professional Services Contract between the District and Aim High, Oakland, 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 Urban Promise Academy for the period of May 1, 2015 through August 21, 2015, in the amount of \$31,200.00.

Recommendation Ratification of professional services contract between Oakland Unified School District and Aim High. 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 31,200.00

- 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 Aim High (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 Thirty One Thousand, Two Hundred Dollars (31,200.00) [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: Suzy Garren
Title: Regional Program Manager, East Bay
Address: P.O. Box 410715
San Francisco CA 94141
Phone: (415) 577-0888
Email: sgarren@aimhigh.org

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

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

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

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

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

- 24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
- 25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
- 26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

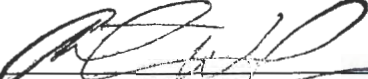
OAKLAND UNIFIED SCHOOL DISTRICT



President, Board of Education

Superintendent

Chief or Deputy Chief



Secretary, Board of Education

CONTRACTOR



Contractor Signature

Suzy Garren

Regional Program Manager, East Bay

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

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 By: aa

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.

21ST CENTURY SUMMER BUDGET PLANNING SPREADSHEET
 ELEMENTARY & MIDDLE SCHOOLS 04 2015

Site Name:	Aim High at Urban Promise Academy	21st CCLC Grant Funds for Lead Agency	Lead Agency In-Kind Contributions
Site #:			
Lead Agency:	Aim High		
# of summer students (ADA)	120		
# of summer program days	25		
Total 21st CCLC Grant Funds	\$31,200		
TOTAL CONTRACTED FUNDS		\$31,200	\$85,733

BOOKS AND SUPPLIES

4310	Supplies (can be purchased by lead agency for summer supplemental programming)	\$590	\$18,277
4310	Curriculum		
5829	Field Trips (fees, supplies)		
	Bus tickets for students		
	Rental bus for field trips		
	Snacks		
	Incentives		
	Family Night supplies		
	Total books and supplies	\$590	\$18,277

CONTRACTED SERVICES

5825	Site Coordinator (list here if CBO staff)		
5825	Academic Instructors (# of staff X total hours X hourly rate, including prep and training time)	\$28,810	\$67,190
5825	Enrichment Facilitators (# of staff X total hours X hourly rate, including prep and training time)		
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	\$600	\$266
5825	Employee benefits		
5825			
5825			
5825			
	Total services	\$29,410	\$67,456

IN-KIND DIRECT SERVICES

	Total value of in-kind direct services		\$0

SUBTOTALS

	Subtotals DIRECT SERVICE	\$30,000	\$85,733
	Allowable lead agency admin (at 4% of contracted funds or less)	\$1,200	

TOTALS

	Total budgeted per column	\$31,200	
	BALANCE remaining to allocate	\$0	

Required Signatures for Budget Approval:

Lead Agency:		Date:	
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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: Aim High at Urban Promise Academy (UPA)
 (Submit to OUSD Expanded Learning Office by April 23)

SECTION 1: Summer Program Snapshot			
Lead Agency Name: Aim High	Summer Hub Site: Urban Promise Academy (UPA)	Target Summer Average Daily Attendance (ADA) Number: 100	Grades Served: Rising 6 th – 9 th
Hours of Operation (include hours for full six hour summer program): 8:00am – 3:15pm	Type of Program (6 hour stand alone or A+B afternoon enrichment): Stand Alone	Program Dates: (note any program closure dates during this period) June 29 th – July 31 st School closed Friday July 3 rd	Total # of summer program days of operation: 24

SECTION 2: Lead Agency Assurances

Please review and initial each item and sign below.

- SG 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.
- SG 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.
- SG 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.
- SG 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.
- SG 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, as required by the California Department of Education, and will submit any summer programmatic or fiscal records to the OUSD Expanded Learning Office, as requested,

for school district reporting and auditing purposes.

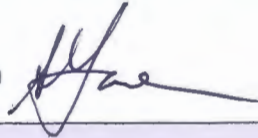
SG I confirm that my summer budget plan reflects my actual planned expenditures for my program. I will submit a required summer-end expenditure report to the OUSD Expanded Learning Office reporting on my agency's actual expenditures aligned to this budget plan. I understand that any discrepancy of over 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.

SG 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.

SG 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.

SG 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.

Name and Signature of Summer Lead Agency Director: Suzy Garren



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)

Aim High's program would not be possible without several partnerships and relationships. We work with schools and community-based organizations in Oakland's high-need neighborhoods and have particularly close relationships with the principal, teachers and staff at many schools around Oakland including:

- Urban Promise Academy (UPA), where they are always on alert for students who would most benefit from our program and work with us to ensure we meet those students' needs. We also hire UPA teachers to serve on our staff each summer;
- Westlake Middle School and Eagle Village Community Center Youth and Family Services (on the Westlake campus), who help us recruit students for summer and will be an Aim High Summer 2014 site location;
- Think College Now, where we have been recruiting graduating 5th graders since our UPA site opened in 2007 and where the 5th grade teachers have incorporated an "Aim High Application" lesson plan into their curriculum;
- CCPA, where the Family Resource Coordinator co-hosts meetings with families to assist with the application process.

Our Admissions Director, Site Directors, and Regional Program Director all make presentations to students and families at the above schools and many more including Coliseum College Prep and Bella Vista Elementary, some of which hold special community nights for families to learn more about Aim High. Youth can receive an Aim High application—in Chinese, Spanish or English—after these presentations from teachers and school counselors or from our website. School-day staff will often assist students who need support completing our application (e.g., ELL students).

Our application process is open and non-discriminatory.

b)

Families of students who are not present on any given morning are called and attendance is discussed. We have a strict attendance policy and it is our expectation that students are present all day for all days of the program.

All Aim High sites maintain an active database which includes an ample waitlist of students. Site Directors have access to this database throughout the summer.

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 works	Summer teaching assignment(s) (grade & subject, if known)	# of yrs in working in after school	# of yrs working in summer programs	List any OUSD after school learning communities this staff member has participated in
Karina Banuelos	sgarren@aimhigh.org					
Malik Beale	sgarren@aimhigh.org					
Victoria Bravo	sgarren@aimhigh.org					
Andrew Burt	sgarren@aimhigh.org					
Kamia Cuevas	sgarren@aimhigh.org					
Ericka Duke	sgarren@aimhigh.org					
Citlali Espinoza	sgarren@aimhigh.org					
Elijah Flowers	sgarren@aimhigh.org					
Jesus Galindo	sgarren@aimhigh.org					
Maleesha Garner	sgarren@aimhigh.org					
Marina Gastelum	sgarren@aimhigh.org					
Adam Johnson	sgarren@aimhigh.org					
Sharonda Lacy	sgarren@aimhigh.org					
Rene Ly	sgarren@aimhigh.org					
Bao-Tran Nguyen	sgarren@aimhigh.org					
David Palange	sgarren@aimhigh.org					
Antoine Pope	sgarren@aimhigh.org					
David Ramirez	sgarren@aimhigh.org					
Nicole Redding	sgarren@aimhigh.org					
Yoana Rodriguez	sgarren@aimhigh.org					
Roxanne Rozo-Marsh	sgarren@aimhigh.org					
Allison Schaffer	sgarren@aimhigh.org					
Gil Sosnik	sgarren@aimhigh.org					
Sharee Taylor	sgarren@aimhigh.org					
Litha-Aliah Tomlinson	sgarren@aimhigh.org					
Brenda Valadez	sgarren@aimhigh.org					
Francesca Zepeda	sgarren@aimhigh.org					

Revised: 3/13/15

Signature of Summer Lead Agency Director: Suzy Garren





Summer 2015 HOURS OF OPERATION with events at Aim High at Urban Promise Academy (UPA):

Summer Calendar:

6/22/15 – 6/26/15 Monday - Friday
Daily Building Access for faculty training
8:30am – 3:30pm

6/29/15 – 7/31/15 Monday - Friday
Daily Building Access 7:30am – 5:30pm
Daily Programming with Students 8:00am – 3:15pm (7.25 hours)

Wednesdays: 7/1, 7/8, 7/15, 7/22, 7/29
Building Access 7:30am – 5:45pm

6/25/15 Thursday - Evening Family Event
Building Access 7:30am – 6:30pm

7/3/15 Friday
No School, building not in use

7/15/15 Wednesday - Evening Family Event
Building Access 7:30am – 7:00pm

Daily Schedule:

June 22rd - June 26th (faculty training week)

8:30 - 3:30 Teacher prep - classrooms (some light use of yard and cafeteria)

June 29th – July 31st (with students):

7:30 – 8:00 Teacher prep - classrooms

8:00 - 8:25 Community building - gymnasium

8:25 - 10:10 Academic Classes - classrooms

10:10 - 10:50 Community building - classrooms, gymnasium, and yard

10:50 - 12:35 Academic Classes - classrooms

12:35 - 1:15 Lunch - cafeteria and yard

1:15 - 3:00 Enrichment classes - classrooms, gymnasium, and yard

3:00 - 3:15 Community building - gymnasium

3:15 – 5:30 Teacher prep - classrooms

AIM HIGH Westlake and UPA Calendar Summer 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Faculty Training Workshops, Central Office of Aim High June 8th	Faculty Training Workshops, Central Office of Aim High 9	Faculty Training Workshops, Central Office of Aim High 10	Faculty Training Workshops, Central Office of Aim High 11	Faculty Training Workshops, Central Office of Aim High 12
15	16	17	18	19
Faculty Training 22	Faculty Training 23	Faculty Training 24	Faculty Training Family Orientation Family Event 25	Faculty Training 26
Classes with Students Begin 29	30	July 1st	2	~Holiday~ No School 3
6	7	8	9	10
13	Futures Night Westlake Family Event 14	Futures Night UPA Family Event 15	16	Special Programming 17
20	21	22	23	Special Programming 24
27	28	29	30	Celebration Day Family Event 31



Aim High summer curriculum scope and sequence 2015

Morning Academic Classes:

Aim High participants receive 80 hours of academic instruction in core subjects. Aim High participants study algebra and geometry, astronomy and physics, civilizations and American studies. They write, speak, perform, dissect, and more. Our curriculum reinforces what students learned in the previous school year and prepares them for the year ahead. Each class is team-taught by an adult Lead Teacher and a paid high school Teaching Assistant or college Intern, such that Aim High maintains a student:teacher ratio of 8:1. Our math, science, and humanities curriculum is project-based, and classes are aligned with state standards.

Math: Project-based learning and a standards-aligned curriculum help students make gains of 18 points (average) from the beginning to end of summer.

Humanities: A class blending social studies and language arts designed to improve literacy and writing proficiency.

Science: Experiential learning projects conducted in small groups, such as building a volcano or growing a garden, helps science come alive for student

Note: *All ninth-grade students spend one of the five weeks outside with Aim High's Environmental Home program (hosted Redwood Regional Park for Oakland students). During this outdoor education experience, they learn about habitat restoration, ecology and environmental justice. They also spend one night camping out, which for many of Aim High's urban youth is the first time they've slept outside in the woods.*

Social-Emotional Learning:

Issues and Choices: Aim High's signature adolescent development class that provides a safe place for students to explore topics such as pathways to college, career opportunities, relationships, identity and social justice.

Advisory: Throughout the summer, our students work in small advising groups to build study skills and explore self-identity. Small-group sessions meet twice a week in the mornings facilitated by teachers designed to build community and provide support for students' social and emotional needs.

Afternoon Enrichment Activities and Sports:

Each afternoon, Aim High students participate in enrichment activities and sports between 1:00 and 3:00. Most students spend the last hour of our program (2:00-3:00) in a physical activity class. Students chose their classes, and the offerings vary from year to year. Aim High's enrichment classes weave together arts exploration, studies in culture and diversity, community service, and leadership skill development. Aim High youth learn how to choose positive activities that further their personal dreams and stretch their capacities. Typically they include a variety of physical activities ranging from classic sports such as basketball, volleyball, soccer to activities such as yoga, martial arts, hip hop dancing, etc. It is our intention for all our students to learn the value of a physically active lifestyle and to gain confidence in their physical abilities.

Friday Afternoons: Culture Days: Students explore their communities through art, food and music. Field trips on these days range from museums to colleges to workplaces to the woods.

Organization Description

Aim High provides a critical service to low-income students by offering a free, enriching, and safe summer learning program. Our experiential curriculum blends academics with self-discovery and personal foundation-building. This kind of environment feels different than “regular” school. Consequently, Aim High is able to foster students’ love of learning and empower them to believe they can accomplish great things.

Since our founding by two teachers in 1986, Aim High has worked with low-income youth in grades six through nine who are statistically at risk for the “summer slide.” With 1,600 students slated to come through our doors this June, Aim High is now the largest academic summer program in the Bay Area. Our 15 sites are located in San Francisco (seven sites), Oakland (three sites), Redwood City, East Palo Alto, Marin City, San Rafael, and Tahoe/Truckee. This year marks the inaugural summer of our newest campus, located at the Lighthouse Community Charter School near the Oakland airport.

Aim High students are strengthening their academic skills, habits, and confidence. And they are returning year after year: 75% of our 2013 students were completing their 2nd, 3rd, or 4th year with us, and 35% of our teaching staff were Aim High alumni. One such Aim High alumni is Lucia Gonzalez. After graduating from Aim High/East Palo Alto, Lucia returned to work as an Aim High teaching assistant. She recently said—



Through Aim High, I learned that I mattered, that my voice had significance and that I was capable of developing the characteristics and skills needed to be a leader. I also learned about the importance of giving back to my community, that is why I have now joined the Aim High staff. More than anything, I wish to give back to the Aim High community all that it gave to me as a child.

Lucia is currently a senior at East Palo Alto Academy. She is hoping to attend Brown University next year, where she plans to major in education and pursue a minor in ethnic studies.

[RM Low, gen op, 2/26/14]

History

Aim High was created in 1986 by two teachers who recognized the significant impact summer learning opportunities could have on the lives of middle school youth. Aim High began with one cohort of 48 students and a \$25,000 grant from the San Francisco Foundation. Today, the organization is the largest provider of summer learning opportunities in the Bay Area, serving nearly 1,500 middle school youth in five regions with a budget of \$3.2 million.

In addition, Aim High has become a pipeline for developing young teachers by giving them an opportunity for hands-on experience while working with master teachers. [from Gilmore 9/11/13: Over the past two decades, Aim High also has become a pipeline for developing young teachers by giving them the opportunity to teach while being mentored by master teachers.] Many of Aim



Statement of Qualifications

High's graduates continue to work as Teaching Assistants and Interns during their high school and college years, often working alongside the very teachers who inspired them while they were students in the program.

Our awards include the San Francisco Foundation's 2012 Community Leadership Award and the 2008 Excellence in Summer Learning Award from Johns Hopkins University, which called Aim High "one of the nation's best summer programs." We also earned the highly competitive Bank of America Neighborhood Builders Award in 2006. Recognized nationally for our model, in 2010, Aim High was ranked among the Bay Area's Top 10 education nonprofits, according to secondary education experts assembled by Philanthropedia. Most recently, the National Partnership for Educational Access awarded Aim High the 2013 Excellence in Collaboration Award for our "demonstrated successful and positive results in forming, cultivating and implementing a collaboration that serves to increase the educational opportunities for underrepresented students."

Mission/Vision

Our mission is to inspire a life-long love of learning and instill a sense of community, opportunity, and respect so that students are prepared for success in school and life. Our vision is to provide all middle school youth from low-income and underserved Bay Area communities with transformational summer learning experiences. This ensures they are more motivated when they return to middle school during the academic year, and makes them more likely to smoothly transition to high school and have the skills and knowledge necessary for success in college and careers. Aim High is changing lives by giving students a strong academic foundation, creating a vibrant community of support, and inspiring them to pursue a college degree.

Uniqueness

Program In General

With 1,450 students participating in 2013 and closer to 1600+ in 2014, Aim High is now the largest summer academic program in the Bay Area. Our program is unique for the following reasons:

- Aim High is committed to serving high-need, under-served communities. Whenever possible, we locate our campus in the community we target.
- Aim High teachers reflect the diversity of our students: More than 65% of our teachers are people of color, 50% are bilingual, and 35% are graduates of Aim High.



Statement of Qualifications

- Aim High is committed to serving our students for multiple years. Once established, our campuses offer programs for three or four consecutive years.
- Aim High classes have a 1:8 teacher-to-student ratio, which allows our students to develop personal and caring relationships with faculty. This is significantly smaller than the California average of 1:24—the highest in the nation.¹
- Aim High is committed to training future education leaders. Our intensive training and team teaching model gives young adults, including many Aim High alumni, the opportunity to gain hands-on teaching experience.
- Aim High's academic classes are creative, rigorous and hands-on. Project-based learning helps youth develop a strong commitment to their own education and an excitement for investigation.
- Aim High's enrichment classes weave together arts exploration, studies in culture and diversity, community service, and leadership skill development. Aim High youth learn how to choose positive activities that further their personal dreams and stretch their capacities.
- Aim High students participate in an adolescent development course, called Issues & Choices, a curriculum and approach unique to our program. Students meet in small groups daily to build life skills including problem solving, time management, peer conflict resolution and study habits. Through our College & Career Awareness curriculum, they also participate in structured activities that foster long-term planning for their future: high school, college and career.
- Aim High's ninth graders spend a week at our Environmental Home for a unique science rotation that includes habitat restoration, hiking, reflection and an overnight stay under the stars. The experience is a transformative one for urban, low-income youth, many of whom have not ventured beyond their neighborhoods, let alone into the woods.
- Every interaction with youth is aligned with Aim High's core values: Community, Opportunity, Respect and High Expectations.

[from Vail 9/9/13]

¹ National Center for Education Statistics, 2011.

SAM Search Results
List of records matching your search for :

Search Term : Aim* High*
Record Status: Active

ENTITY Aim High Construction, LLC	Status:Active
DUNS: 079588400 +4:	CAGE Code: 798A0 DoDAAC:
Expiration Date: May 1, 2016	Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 31540 147th Street City: Princeton ZIP Code: 55371-4723	State/Province: MINNESOTA Country: UNITED STATES
ENTITY AIM HIGH ENTERPRISES	Status:Active
DUNS: 621438493 +4:	CAGE Code: 53L90 DoDAAC:
Expiration Date: Mar 1, 2016	Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 2272 VENUS WAY City: REDDING ZIP Code: 96002-3041	State/Province: CALIFORNIA Country: UNITED STATES
ENTITY AIM High Institute	Status:Active
DUNS: 079582702 +4:	CAGE Code: 78TU5 DoDAAC:
Expiration Date: Oct 18, 2015	Has Active Exclusion?: No Delinquent Federal Debt?: No
Address: 2124 FM 1960 E City: Houston ZIP Code: 77073-2406	State/Province: TEXAS Country: UNITED STATES



PURCHASE ORDER
OAKLAND UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT
 900 HIGH STREET OAKLAND, CALIFORNIA 94601
 FAX: (510) 879-1857

PURCHASE ORDER NO. P1600097

R0160132

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

- 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 PAYMENT, ITEMS ON INVOICE MUST BE IN SAME SEQUENCE AS ITEMS ON PURCHASE

VENDOR:

I003439
 AIM HIGH FOR HIGH SCHOOL
 PO BOX 410715
 SAN FRANCISCO CA 94141

SHIP TO:

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

M1 (415) 551-2311 F1 (415) 551-2626

Del
Date

SITE CONTACT: McMearn, Renee
 Bid
 07/01/15 Quote#

Item No.	Quantity	Unit	Description of Articles or Services	Unit Price	Total Price
001	31,200	EA	CONTRACTED SERVICES - Summer Learning Program at Urban Promise Academy.	1.00	31,200.00
NET TOTAL					31,200.00

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



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SH

DATE (MM/DD/YYYY)

05/28/2015

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 Sweet & Baker Ins. Brokers Inc 44 Second Street San Francisco, CA 94105-3440 Bill Ryan (415) 512-2106		CONTACT NAME: Sheila Moore PHONE (A/C, No, Ext): 415-512-2117 E-MAIL ADDRESS: smooore@sweetandbaker.com PRODUCER CUSTOMER ID #: AIMHI-1		FAX (A/C, No): 415-512-1115
INSURED Aim High for High School Attn: Alec Lee P O Box 410715 San Francisco, CA 94141-0715		INSURER(S) AFFORDING COVERAGE INSURER A : Nonprofits' Insurance Alliance INSURER B : Republic Indemnity INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # NIAC

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 CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		2015-06799	06/01/2015	06/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000
	<input checked="" type="checkbox"/> Improper Sexual Contact GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			2015-06799 \$1,000,000/\$1,000,000	06/01/2015	06/01/2016	PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 D&O Liab. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	X		2015-06799	06/01/2015	06/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10000		X	2015-06799UMB	06/01/2015	06/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	138510-18	06/01/2015	06/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Employee Dishonest			CWB00009241206799	06/01/2015	06/01/2016	\$ 100,000

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

Certificate Holder is named Additional Insured as respects work performed by the Named Insured per CG2010 7-04 attached. Evidence of Workers Compensation.
*10 days notice for non-payment of premium

CERTIFICATE HOLDER**CANCELLATION**

OAKL001 Oakland Unified School Distric Attention: Risk Management 900 High Street Oakland, CA 94601	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  Sheila Moore 415-512-2117
----------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p>	<p>All insured premises and operations</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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)

Contractor Information

Contractor Name	Aim High	Agency's Contact	Suzy Garren				
OUSD Vendor ID #	I003439	Title	Regional Program Manager, East Bay				
Street Address	P.O. Box 410715	City	San Francisco	State	CA	Zip	94141
Telephone	(415) 577-0888	Email (required)	sgarren@aimhigh.org				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	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	\$ 31,200.00
			5825	
			5825	
Requisition No. (required)	R0160132		Total Contract Amount	\$ 31,200.00

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	
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature	<i>Curtis Saubey</i>		Date Approved	6/12/15
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$66,000	<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>Dean Della</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		P1600097	