

Board Office Use: Legislative File Info.	
File ID Number	14-1803
Introduction Date	10/8/2014
Enactment Number	14-1706
Enactment Date	10/8/14 <i>oz</i>

Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) 10/8/14

Subject Professional Services Contract - Allison Cook
- State & Federal Programs 950 for Oakland Hebrew 720 (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Allison Cook. Services to be primarily provided to State & Federal Programs 950 for Oakland Hebrew 720 for the period of 08/18/2014 through 06/30/2015.

Background
A one paragraph explanation of why the consultant's services are needed.
OUSD is required by federal law to allow private non-profit schools to participate in the OUSD Title II Part A Program. Schools that choose to participate are provided with "fair and equitable" Title II Part A services after they have complied with program requirements. After consultation with the private school to reach agreement on the type of professional development services to be provided, the OUSD Private Schools Program administers the agreed upon professional development services.

Discussion
One paragraph summary of the scope of work.
The consultant will provide professional development services for school site instructional and administrative staff. The consultant will provide ongoing professional development services that will enable teachers to provide a more effective instructional program and improve student academic achievement in curriculum areas of Reading Language Arts, Reading, and/or Mathematics.

Recommendation Ratification of professional services contract between Oakland Unified School District and Allison Cook. Services to be primarily provided to State & Federal Programs 950 for Oakland Hebrew 720 for the period of 08/18/2014 through 06/30/2015.

Fiscal Impact Funding resource name (please spell out) Title IIA
not to exceed \$ 4,125.00

- 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

PROFESSIONAL SERVICES CONTRACT 2014-2015

This Agreement is entered into between Allison Cook (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:

- Services:** 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 08/18/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100, whichever is later. The work shall be completed no later than 06/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Four Thousand, One Hundred Twenty-Five Dollars (\$ 4,125.00) [per fiscal year], at an hourly billing rate not to exceed \$ 125.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* _____ which shall not exceed a total cost of _____.

5. CONTRACTOR Qualifications / Performance of Services:

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

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

- 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.
- 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: Maria Beltran
Site /Dept.: State & Federal Programs 950 for Oakland Hebrew 720
Address: 1000 Broadway Suite 450
Oakland , CA 94607
Phone: 510-879-1053
Email: maria.beltran@ousd.k12.ca.us

CONTRACTOR:

Name: Allison Cook
Title: Consultant
Address: 2 Mercer Circle
Cambridge MA 02138
Phone: 617-599-2949
Email: alltcook@earthlink.net

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

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

9. **Insurance:**

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

Check one of the boxes below:

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

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

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

OR

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

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

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

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

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

Professional Services Contract

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

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

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

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

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

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

[Handwritten Signature]

- President, Board of Education
- Superintendent or Designee

[Handwritten Signature]

Secretary, Board of Education

CONTRACTOR

[Handwritten Signature]

Contractor Signature

Allison Cook

Consultant

Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

- 1 -

File ID Number: 14-1803
Introduction Date: 10/8/14
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Enactment Date: 10/8/14
Rv: *[Signature]*

EXHIBIT "A" SCOPE OF WORK

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

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

See Attached Scope of Work

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.

Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program. The purpose of Title II, Part A is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality through professional development and other supporting activities. As a result of receiving Title II Part A Program services, the principal and/or teachers on staff at this specific non-profit private school located in Oakland will improve their understanding and application of specific skills that support the implementation of effective instructional strategies and techniques and/or school administration and leadership. The activities and support provided to the teachers and/or principal will result in an improvement of the instructional program at the school. This improvement in the instructional program will enable students to be more fully engaged and successful in school. Students will have improved school attendance which supports gains in performance in core academic areas and successful ongoing completion of successive grade levels which results in graduation from high school.

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

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

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

Please select:

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

Scope of Work 2014 – 2015

Contractor Name: Allison Cook

School Name: Oakland Hebrew Day School

Consultant will provide a maximum of 33 hours of service at the rate of \$125.00 per hour for a total not to exceed \$4,125.00

Nature of Work:

Allison will provide professional development services for the school site instructional and administrative staff. The consultant will provide ongoing professional development services that will enable teachers to provide a more effective instructional program and improve the student academic achievement in curriculum areas of Reading, Language Arts, Mathematics and /or Science and Social Studies.

Provide professional development program with focus on:

- Introduce Components of Paired Learning Method: Stance, Structure and Practices
- Explore a number of these components in-depth
- Explore setting up paired learning and introducing students to what it means to learn in pairs and be a learning partner
- Explore paired learning study guide design
- Explore goals of work through the year
- Practice watching video together of paired learning
- Learn to use protocol for analyzing videos of learning pairs
- Work on framing individual questions for exploration
- Exploring responsive teaching in the context of paired learning

Deliverables:

- Provide information and guidance for implementing curriculum mapping
- Provide information and guidance for implementing effective classroom management practices.
- Provide information and guidance for improvement of instructional practices Provide information and guidance for improving communication skills
- Meet with the Principal to discuss professional development programs.
- Provide individual teachers with ongoing training and support (as needed)

Goals:

Teachers gain a better understanding of effective instructional program

- Classroom management
- Curriculum mapping
- Use of data to design instruction
- Use of effective strategies and techniques

Dates of Service:

Training will be held between the dates of August 14th – August 22nd in which there will be no students on campus. Please see the attached school calendar for reference.

Tentative 2014-2015 (Draft)

OAKLAND HEBREW DAY SCHOOL

Version 3/10/14

No School

Early Dismissal 2pm

School Events

JULY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

August

14-22 Teacher Work Days

20 New Parent Orientation 7PM

24 School Picnic and Lice check

25 First Day of School

25 Welcome Back Coffee for parents

27-29 Middle School Retreat

SEPTEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

1 Labor Day

10 Back to School Night at 6:30PM (K-8)

10-11 Picture Day

24 Erev Chag (Eve of Holiday) 2PM Dismissal

25-26 Rosh Hashanah School Closed

28 Tzom Gedaliah (Fast Day)

October

3, 8, 15 Erev Chag (Eve of Holiday) 2PM Dismissal

4 Yom Kippur

9-10 Sukkot

12 Sukkot Celebrating at Rabbi Leubitz's Home

16-17 Shmini Atzeret/Simchat Torah

21 Preschool Science Alive!

22 Faculty Meeting - 2PM Dismissal

23 HS Info Night

NOVEMBER

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

2 K-5 & MS Parent-Teacher Conferences

3 MS Parent-Teacher Conferences

7 First 2PM Friday Dismissal

12 Coffee with HOS at 8:30AM (K-2)/2pm dismissal

13 MS Info Night

19 Coffee with Head of School at 8:30AM (3-5)

26 Thanksgiving Vacation 2pm dismissal

27-28 Thanksgiving Vacation

December

3 Faculty Meeting - 2PM Dismissal

4 Preschool Event

10 5th Grade Step Up Day

16-24 Chanukah

18 Maccabiah

22-31 Winter Break

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

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15	16	17	18	19	20	21
22	23	24	25	26	27	28

January

1-2 Winter Break

1 Asara B'Tevet-Fast Day

5 School Resumes

7 Kindergarten Information Night 7-9PM

14 Faculty Meeting - 2PM Dismissal

16 PD Day - No School

19 Martin Luther King Day

23 Application Deadline/Flexible Tuition Deadline

February

4 Tu B'Shvat

8 Kindergarten Assessments

13, 16 Presidents Day Vacation

18 Faculty Meeting - 2PM Dismissal

22-23 K-8 Parent-Teacher Conferences

23 MS Parent-Teacher Conf - No Middle School classes

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March

5 Purim

6 Purim Carnival and Last 2PM Friday Dismissal

15 School Play

18 Faculty Meeting - 2PM Dismissal

21 Shabbat HaChodesh, Rosh Chodesh Nisan

28 Shabbat HaGadol

April

2-10 Pesach Vacation

6-9 Chol HaMoed

10-11 Last two days of the Chag

13 School Resumes

16 Yom Ha'Shoa

19 Rosh Chodesh Iyar

22 Yom HaZikaron

22 Faculty Meeting - 2PM Dismissal

23 Yom HaAtzma'ut

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

3	Pesach Sheni
7	Lag Ba'Omer
13	Faculty Meeting - 2PM Dismissal
17	Yom Yerushalayim
19	Rosh Chodesh Sivan
22	Assessment Day
23	Erev Shavuot
24--25	Shavuot
25	Memorial Day
28	Open House and Art Show

JULY

16	8th Grade Graduation
17	Rosh Chodesh Tammuz
17	Last Day of School - 2pm No after school program
18--19	Teacher In Service

Oakland Unified School District - Private Schools Program Program Improvement Plan — Title IIA

School name: Oakland Hebrew Day School

Year: 2014-2015

Assessment:

In our new Strategic Plan (2013), developed with input from faculty, administrators, and families, we identified the following needs:

1. Offer a robust, challenging, cutting-edge curriculum respectful of individual learner needs and aligned with the new California Common Core Standards and the NETS standards.

Rationale: The new California Common Core Standards set a high bar for giving all students the key foundational skills in reading, writing and math as well as solid and repeated experience with higher order thinking to prepare them for academic success in high school and college. By increasing understanding and ownership of these standards by all K-8 teachers we will be better equipped to teach to these standards with intentionality and success. Similarly, the NETS standards create a clear path for providing students with essential skills related to technology and 21st century skills. By working together in professional learning communities to develop common assessments based on the standards, to evaluate student work and to plan for differentiated instruction to meet the needs of diverse learners, teachers will become active participants in strengthening our overall program.

2. Continue to cultivate strong classroom and school-wide community which supports students to be themselves, to show caring and respect for others and which establishes and maintains an emotionally safe environment for every single student.

Rationale: Students' sense of connection to community and their feeling of emotional safety within that community are paramount, not only to students' mental health, but also to their academic success in school. When students feel respected and safe with their peers they are better poised to participate in whole class discussion, take intellectual risks and work collaboratively with peers in a productive way. A safe classroom and school community does not arise by itself, but rather teachers must have the skills and processes in place that establish and maintain such a community. Teachers must come to see classroom climate and community-building as one of the many skills they must regularly teach and assess.

3. Strengthen our ability to prepare 21st century learners by increasing our ability to integrate technology, provide collaborative opportunities and teach through project-based approaches.

Rationale: Educating 21st century learners requires that educators provide rich opportunities for students to engage with the skills and tools of today's world. Students and their teachers need to be comfortable and adept with the use of technology to communicate, research, present and create. Students need to be able to work productively with others, both face-to-face and through social media and on-line collaboration. And teachers need to be able to provide complex real-world problem and project-based learning opportunities in which students are pushed to grapple with thorny challenges. These changes represent a paradigm shift, especially for many seasoned teachers. It will take collaboration and mutual support between teachers and administration to embrace this shift.

Objectives

- Strengthen our academic program by engaging in ongoing curriculum review processes facilitated by our use of the Atlas curriculum mapping program and in alignment with both the California Common Core standards and the NETS standards (created by International Society for Technology in Education)
- Develop strong professional learning community teams that look closely at student work, create formative assessments and develop differentiated instruction plans, all in alignment with the academic standards
- Deepen our commitment to high quality math and science education
- Provide on-going professional development to deepen faculty's understanding and implementation of the theory and practice of effective instructional techniques, differentiated instruction, social-emotional learning, technology integration, and inquiry-based learning.
- Develop a comprehensive professional growth and evaluation model to promote direct communication and accountability among faculty, staff, and administration.
- Adopt a consistent practice for weekly class meetings that promotes social/emotional learning and creates a safe community where problems can be addressed and worked-through.

Action Steps

- **Schedule** regular weekly meeting times for grade level groups to meet in teams to address rotating curricular topics
- **Establish** 3 lesson study groups of 4-6 teachers within the school to plan, observe and debrief about effective lessons
- **Schedule** three lesson study cycles for the school year for each lesson study group
- **Continue ongoing curriculum review processes**, emphasizing use of Common Core and NETS standards and specifically linked to curriculum mapping process
- **Implement** Caring Classroom Community practices for grades 1-8 classrooms
- **Align** report cards with CCS and NETS standards
- **Implement** benchmark standardized testing aligned with CCS using MAP (measures of academic progress)
- Develop a comprehensive **professional growth and evaluation** model to promote direct communication and accountability among faculty, staff, and administration.
- **Provide ongoing professional development** in curriculum, core subject areas, effective instructional techniques, differentiated instruction, social-emotional learning, technology integration, and inquiry-based learning. **Professional development may include in-house workshops,**

coaching, and or participation in conferences and may include the following:

Curriculum/Evaluation/Innovation:

- **New teacher coaching**
- **CAIS**—California Association of Independent Schools annual conference
- **Adoption of Charlotte Dannielson rubrics** and professional goal setting process
- **CCS and NETS focus work** - to take place at monthly faculty meetings in collaborative groups
- **Paired Learning training with Orit Kent and Allison Cook of Brandeis**
- **Lesson Study training** through Developmental Studies Center (to support process of teachers working together to improve instructional techniques)

Core subject areas:

- **Coursework** (in-class and on-line) for training and credentialing
- **Math workshops** (such as: Singapore Math trainings, CORE trainings, both on and off site)
- **Science workshops** (such as: Exploratorium trainings, Design Thinking through Stanford D School)
- **Language Arts workshops**(such as: Junior Great Books consultation day and webinars, SIPPS trainings, paired learning training with Orit Ken and Allison Cook of Brandeis)
- **Junior Great Books**

Differentiated instruction:

- **CORE** (focus on reaching needs of all math learners through emphasis on mathematical discourse)
-

Technology integration:

- **iTeach 2015** – i pad intensive workshop for teachers at San Domenico
- **iPad2.0 Seminar** - for teachers with some background at Hillbrook School

Social/Emotional Learning

- **Girls Leadership Institute** work with girls in grades 6-8 and their teachers with Debbie Weinstein (who received training in May 2013 through OUSD grant)
- **Caring School Community training** with trainer Amy Schoenblum
- **Paired Learning training** with Orit Kent and Allison Cook of Brandeis

Evaluation

- Participants will share what they have learned with colleagues by presenting formally at faculty meetings and informally through 1-on-1 discussions.
- Directors will talk with faculty about what was learned, and observe impact on classroom instruction.
- Regular surveys will be conducted with faculty regarding effectiveness of staff development

ALLISON COOK
2 Mercer Circle
Cambridge, MA 02138
alltcook@earthlink.net

Jewish educator, educational consultant, and educational researcher with experience in teaching children and adults; teacher-development and supervision; observing, documenting, and analyzing teaching and learning, and curriculum and program design. Works within diverse contexts ranging from formal day schools and afterschool programs to a variety of informal educational settings.

Education

HEBREW COLLEGE 2004
M.A. Jewish Studies

HARVARD GRADUATE SCHOOL OF EDUCATION 2003
Ed.M. Learning and Teaching

Certificate in "Observing and Analyzing Teaching," Research for Better Teaching.

THE UNIVERSITY OF MICHIGAN AT ANN ARBOR 1995
B.A. cum laude, Cultural Anthropology; Hebrew Studies

Honors and Fellowships

Wexner Graduate Fellowship 2002-2006

Hebrew College
Valedictorian, Benjamin A. Trustman Prize for General Excellence

The University of Michigan
Phi Beta Kappa

Professional Experience

Brandeis University Mandel Center for Studies in Jewish Education 2009-present
Beit Midrash Research Project
ASSISTANT DIRECTOR

- Collaborate with project director in design and implementation of "design research" projects in teacher development and teaching and learning.
- Document, analyze, write, and present data yielded from field work.
- Develop theoretical models for "Havruta Inspired Pedagogy" as well as evolving professional development programming and materials based on this work.
- Author scholarly and popular pieces based on field work.

Hebrew College

The Clinical Mentor Faculty Program

FOUNDING COORDINATOR

2012-present

- Collaborate with Dean of School of Education and colleagues to develop vision and structure for new Clinical Mentor Faculty Program
- Recruit cohorts of seasoned congregational educational leaders
- Design and facilitate original professional development program including two year curriculum, site visits, and individual support for education directors learning how to develop their teaching staff and to mentor graduate students in Jewish education.
- Work with Director of Field Experiences to support mentor-student relationships during field placements.

The Congregational Education Initiative

2008-present

INSTRUCTOR IN PEDAGOGY

- Collaborate with colleagues to develop teacher development program for congregational schools based on principle of “subject-specific pedagogy”.
- Observe classrooms, document, and give feedback to directors.
- Instruct the teaching faculty of six congregational schools in multi-year professional development program.
- Convene participating school directors for ongoing support and development.
- Provide consultation services on teacher supervision and mentoring for select education directors.

Hebrew College

2004-2011

Early Childhood Directors Institute and Outreach Program

INSTRUCTOR IN JEWISH STUDIES

- Create and teach original Jewish text based mini-courses.
- Conduct on-site learning and professional development of teaching staff teams in Jewish early childhood programs.
- Facilitate the integration of adult learning into children’s classrooms and school culture.
- Visit schools to observe impact.

Brandeis University DeLeT/MAT Program

2007-2008

FIELD INSTRUCTOR

- Mentor and evaluate student teachers throughout school year in all aspects of classroom teaching.
- Work with Mentor Teachers (Cooperating Teachers) and Brandeis Professors to bridge academic and field work most effectively.

Keshet Hebrew School After School

HEAD OF TEACHER DEVELOPMENT AND DOCUMENTATION

2003-2006

- Create, implement, and document teacher development program for faculty, based on emerging needs and known curve of teacher development at Keshet.
- Observe and document teaching and meet regularly with teachers one on one to discuss teaching, set professional goals, and coach on full range of pedagogical and curricular issues.

- Facilitate meetings between co-teaching teams to improve working dynamics and team teaching.

DIRECTOR OF EDUCATION

1997-2001

- Created three-year Jewish studies curriculum cycle for K-5th grade program.
- Worked with team of consultants and Keshet colleagues to develop original “proficiency approach” Hebrew language curriculum specific to Keshet setting.
- Documented years of curriculum including lesson and unit plans, materials, artifacts, student work, and photographs.
- Guided teachers weekly in unit and lesson planning.
- Planned and implemented family and adult education programs.
- Contributed written pieces to comprehensive program-evaluation, called for by the Covenant Foundation as a component of a grant process.

COORDINATOR BAR/BAT MITZVAH PROGRAM

2000-1; 2003-4

- Reinvented program in 2003 based on original research in education, youth development, and “after-school time.”

TEACHER

1997-2004

- Taught 1st-2nd graders Hebrew.
- Taught 4th-5th graders Jewish Studies.
- Taught 6th-8th graders text study and prayer.
- Developed original curriculum in Hebrew and Jewish Studies.
- Documented model levels for overall school curriculum.

Publications, Presentations, Media

Cook, Allison and Orit Kent. Writers and producers. Learning Torah Through Partnership. Video. Brandeis University, 2014.

Kent, Orit, and Allison Cook. 2014 (forthcoming). Teachers as Learners and Practitioners: Shifting Teaching Practice Through Peer Pedagogy. *Journal of Religious Education* 109(5).

Kent, Orit, and Allison Cook. 2012. Havruta Inspired Pedagogy: Fostering an Ecology of Learning for Closely Studying Texts with Others. *Journal of Jewish Education* 78(3):227-253.

Moving From Theory to Practice and Back Again: An Emerging Conception of Professional Development with Classroom Teachers. Presented with Dr. Orit Kent at the Network for Research in Jewish Education Annual Conference, Toronto, Canada, 2011.

Cook Allison, and Orit Kent. 2013. Intentional Chevruta Learning: Cultivating Ethical and Spiritual Growth in Learners. *Think, The Lola Stein Institute Journal* (Fall 2013). 22-23.

Cook, Allison, and Orit Kent. 2012. Doing the Work: Interpretive Experience as the Fulcrum of Tanakh Education." Hayidion, Summer: 58-60.

Kent, Orit, and Allison Cook. 2012. Three Partners in Study: Two People and a Text. Sh'ma, A Journal of Jewish Ideas. 42:690.

Images of the Possible in a Jewish Supplementary School: A Design Experiment in Action. Presented with Dr. Orit Kent at the Mandel Center Lunch Seminar, Brandeis University, Waltham, MA, 2010.

Kent, Orit and Allison Cook. 2010. Interim Report: Text Study, Collaborative Learning and Meaning-Making in a Jewish Supplementary School. Mandel Center for Studies in Jewish Education.

Cook, Allison and Orit Kent. Writers and producers. Learning Torah Through Partnership. Video. Brandeis University, 2014.

PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015

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.sam.gov/)
	<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)

OUUSD Staff Contact Emails about this contract should be sent to: (required) Danielle.Patterson@ousd.k12.ca.us

Contractor Information

Contractor Name	Allison Cook	Agency's Contact	Allison Cook			
OUUSD Vendor ID #	1006424	Title	Consultant			
Street Address	2 Mercer Circle	City	Cambridge	State	MA	Zip 02138
Telephone	617-599-2949	Email (required)	alltcook@earthlink.net			
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" 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	08/18/2014	Date work will end	06/30/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 125.00	Number of Hours (required)	33		

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	
4035	Title IIA	7204851204	5825	\$ 4,125.00	
			5825		
			5825		
Requisition No. (required)	RD150745			Total Contract Amount	\$ 4,125.00

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	Maria Beltran	Phone	510-879-1053	
	Site / Department	State & Federal Programs 950 for Oakland Hebrew 720			Fax	
	Signature	<i>Maria Beltran</i>			Date Approved	8/15/2014
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	<i>Susan Katz</i>			Date Approved	8/18/14
	Signature (if using multiple restricted resources)				Date Approved	
3.	Regional Executive Officer	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
		<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature				Date Approved	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000				
	Signature	<i>[Signature]</i>			Date Approved	8/20/14
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		P1501247		