

Board Office Use: Legislative File Info.	
File ID Number	12-1315
Introduction Date	5-23-12
Enactment Number	12-1361
Enactment Date	5-23-12, 82



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

To The Board of Education

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

Board Meeting Date  
(To be completed by Procurement) June 13, 2012

Subject Professional Services Contract -  
Aspiranet, dba Experience Corps South San Francisco CA (contractor, City State)  
Sankofa Academy (site/department)

Action Requested Approval of a professional services contract between Oakland Unified School District and Aspiranet, dba Experience Corps. Services to be primarily provided to Sankofa Academy for the period of 03/01/2012 through 06/30/2012.

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

Many students at Sankofa Academy continue to struggle to meet grade level benchmark. They have an increasing need for individualized support on a consistent basis and would greatly benefit from one-on-one and/or small group tutoring and mentoring.

Discussion  
*One paragraph summary of the scope of work.*

Aspiranet will provide trained academic tutors to address the academic needs of students performing basic to far below basic on the CST and various district benchmark exams through one-on-one or small group tutoring and mentoring. They will support the school in meeting the needs of all students including but not limited to English Language Learners.

Recommendation Approval of professional services contract between Oakland Unified School District and Aspiranet, dba Experience Corps. Services to be primarily provided to Sankofa Academy for the period of 03/01/2012 through 06/30/2012.

Fiscal Impact Funding resource name (please spell out) T1-Inst  
not to exceed \$ 3,594.84

Attachments

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

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OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2011-2012

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

- Services:** CONTRACTOR shall provide the services described in **Exhibit "A,"** attached hereto and incorporated herein by reference ("Services" or "Work").
- Terms:** CONTRACTOR shall commence work on 03/01/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/30/2012.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Three Thousand five Hundred Ninety Four Dollars and Eighty Four Cents Dollars (\$3,594.84). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: None.

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

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

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  - Individual consultants:
    - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
    - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
    - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
  - Agencies or organizations:
    - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* None which shall not exceed a total cost of \$ \_\_\_\_\_.
- 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.

- 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: Monique Brinson  
Site /Dept.: Sankofa Academy  
Address: 581 61st St.  
Oakland, CA 94609  
Phone: (510) 879-1610

**CONTRACTOR:**

Name: Paul Olsen  
Title: Director, Experience Corps Bay Area (Aspiranet)  
Address: 400 Oyster Point Blvd, #501  
South San Francisco CA 94080  
Phone: (650) 866-4080

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

**8. Invoicing**

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

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

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

**10. Insurance:**

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

Check one of the boxes below:

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

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

**OR**

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

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



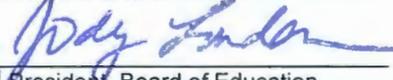
Professional Services Contract

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.  
  
CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.  
  
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

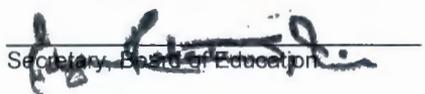
Summary of terms and compensation:

Anticipated start date: 03/01/2012 Work shall be completed by: 06/30/2012 Total Fee: \$ 3,594.84

OAKLAND UNIFIED SCHOOL DISTRICT



- President, Board of Education
- Superintendent or Designee

  
Secretary, Board of Education

5/24/12  
Date

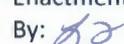
5/24/12  
Date

CONTRACTOR

  
Contractor Signature

4/20/12  
Date

Paul Olsen Director, Experience Corps Bay Area  
Print Name, Title

File ID Number: 12-1315  
 Introduction Date: 5-23-12  
 Enactment Number: 12-1361  
 Enactment Date: 5-23-12  
 By: 

### EXHIBIT "A" Scope of Work

#### DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

Aspiranet will provide trained academic tutors to address the academic needs of students performing basic to far below basic on the CST and various district benchmark exams through one-on-one or small group tutoring and mentoring. They will support the school in meeting the needs of all students including but not limited to English Language Learners.

#### SCOPE OF WORK

Aspiranet, dba Experience Corps will provide a maximum of 299.57 hours of services at a rate of \$ 12.00 per hour for a total not to exceed \$3,594.84. Services are anticipated to begin on 03/01/2012 and end on 06/30/2012.

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

Experience Corps, an award-winning, innovative nonprofit organization, will provide fully screened and trained tutors and mentors to support underserved students in K-3 classrooms, providing one-on-one and/or small group support, with a focus on literacy. Specifically at Sankofa Academy, Experience Corps will focus on grades K-3 and provide a minimum of 50 hours of direct support per week to a minimum of eight (8) classrooms for a total minimum of 250 hours of tutoring and mentoring support.

**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.

Consultant's services support the overall goals of Sankofa Academy to provide students with high quality instruction and enrichment both during and after the school day. Student achievement is expected to increase as a result of the program integration and strategic support provided by consultant.

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

- |                                                                                   |                                                                                         |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Ensure a high quality instructional core      | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input 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 checked="" type="checkbox"/> Accountable for quality                             |
| <input checked="" type="checkbox"/> High quality and effective instruction        | <input checked="" type="checkbox"/> Full service community district                     |

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

Please select:

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

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

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



To Whom It May Concern:

**Experience Corps Bay Area**, a program of Aspiranet, submits this Statement of Qualifications to the Oakland Unified School District (OUSD) to support our work in Oakland in a unique intervention program which addresses two of the community's major challenges: improving academic achievement among at-risk elementary school students and increasing healthy aging behaviors among older adults. Experience Corps Bay Area<sup>1</sup> (ECBA), operating successfully since 1998, is a unique civic engagement program – based on a national model (currently in 19 cities) – which recruits, trains and engages teams of local older adults (50+) to work as tutors and mentors before, during and after school in low-performing schools with students who have poor grades and/or test scores, learning disabilities or are limited English-proficient. Launched in three elementary schools in Oakland in 2005, EC Oakland is now in eight of Oakland's most vulnerable elementary schools, where significant proportions of children are students of color, economically disadvantaged and/or English language learners. Our mission is to increase the academic performance and self-confidence of these students by providing focused, individualized attention, as well as create an intergenerational bridge between children and older adults, thereby enhancing the school and the overall community. It is a unique multi-level approach to health improvement that has tremendous benefits, and coupled with its youth education focus, serves a dual-benefit to society.

All members of the ECBA staff have either extensive professional experience and/or educational backgrounds in education, youth development, gerontology, training, and/or program evaluation. For example, our Training Coordinator, a credentialed teacher with deep expertise in training and curriculum design, is responsible for new tutoring trainings and on-site coaching. The Director of Special Projects is responsible for recruitment and program evaluations. She has six years of on-the-ground recruitment experience and has managed the implementation of complex evaluations, including federal grant reporting requirements. Full staff resumes available upon request.

All EC tutors/mentors have completed written applications, been interviewed in person, received fingerprint/background/reference checks (DOJ and FBI), TB tests, completed pre-service and in-service training in youth development, tutoring techniques, mentoring skills, conflict resolution, behavioral management topics, and continue to receive on-site support and on-the-job training through our Site Coordinators and monthly team meetings.

In terms of intended outcomes and evaluating our success, the program tracks educational outcomes for students (based on teacher assessments) – for example: EC Members impact on students' concentration in class, students' attainment of grade level benchmarks, and students' motivation to learn (as well as the mental and physical health outcomes for older adults). In addition, EC members receive regular performance reviews to ensure they are providing high quality services. This results in increased academic benchmarks for a greater number of Oakland students as well as improved health benchmarks for local older adults and this intensive focus on results can make OUSD confident that its support in Experience Corps will be well invested.

If you have any questions or wish to discuss this further, please do not hesitate to reach me at 510-495-4966 or [dmoren@aspiranet.org](mailto:dmoren@aspiranet.org).

Best regards,

David Moren  
Director of School Relations, Experience Corps Bay Area

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<sup>1</sup> Experience Corps Bay Area is a program of Aspiranet, a California 501(c)3 non-profit serving children, families and communities since 1975.



Insured Name: Aspiranet  
Policy Number: 41LX0089961326  
Effective Dates: 12/16/11-12/16/12

COMMERCIAL GENERAL LIABILITY  
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – DESIGNATED 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)
---------------------------------------------------------

Oakland Unified School District, its Officers, Employees, Volunteers or Agents
--------------------------------------------------------------------------------

Information required to complete this Schedule, if not shown above, will be shown in the Declarations
-------------------------------------------------------------------------------------------------------

**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 your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

**DESCRIPTION OF OPERATIONS CONTINUED:**

**INSURED'S NAME:** Aspiranet

**CERT HOLDER NAME:** Oakland Unified School District

Abuse and Molestation Coverage: Claims Made Retro Date 12-16-06

Insurer Letter B	41LX0089961326	12/16/11 – 12/16/12	\$2,000,000 For each abuse of molestation incident
			\$2,000,000 Aggregate Limit of insurance for all abuse or molestation incidents

Single Plan for Student Achievement for 2011-2012, Section 4&5														
School Name:	Sankofa Academy	Site Code: 191	Principal Initials:	SSC Chairperson Initials:										
Date:														
Item#	Tracking#	Priority Area	Action Statement	Who is Responsible (include timeline)	Student Group Impacted	Measure of Success	Budget Available	Resource No.	Resource Name	Object Code	Object Name	Position Code	FTE	Budget Amount
1	2011-191-ELA-1594	Instructional Practices: ELA	STIP sub provides academic intervention support for low-performing students.	Principal and teacher	Far Below Basic, Below Basic, and Basic	District Assessments	Yes	3010	Title I			TCSTIP0257	0.8	\$26,347.41
2	2011-191-ELA-1594	Instructional Practices: ELA	STIP sub provides academic intervention support for low-performing students.	Principal and teacher	Far Below Basic, Below Basic, and Basic	District Assessments	Yes	7090	EIA - SCE			TCSTIP0257	0.2	\$6,586.85
3	2011-191-ELA-1595	Instructional Practices: ELA	Provide refreshments for parents at family or parent events and activities that support improved students academic achievement.	Principal	All Students	Use Your Voice Survey	Yes	9901	Title I - Parent Participation	4311	MEETING REFRESHMENTS		0	\$684.85
4	2011-191-ELA-1597	Instructional Practices: ELA	Provide supplement instructional materials that support improved academic achievement of identified EL students.	Principal and teachers	English Learners	CELDT	Yes	7091	EIA - LEP	4310	SUPPLIES		0	\$2,120.86
5	2011-191-ELA-1598	Instructional Practices: ELA	Consultant will provide academic support services.	Principal	Far Below Basic, Below Basic, and Basic	District Assessments	Yes	3010	Title I	5825	CONSULTANTS		0	\$7,414.96
6	2011-191-ELA-1598	Instructional Practices: ELA	Consultant will provide academic support services.	Principal	Far Below Basic, Below Basic, and Basic	District Assessments	Yes	7090	EIA - SCE	5825	CONSULTANTS		0	\$11,579.35
7	2011-191-ELA-1599	Instructional Practices: ELA	Provide challenging academic activities for GATE students though differentiated instruction.	Principal and teachers	GATE	District Assessments	No						0	\$0.00
8	2011-191-ORG-138	Organizational Practices	Kindergarten Transition Plan: classroom tours, site visits, introductory meeting with principal which focuses on Kindergarten readiness and requirements.	Principal	Pre-Kindergarten	Use Your Voice Survey	No						0	\$0.00
9	2011-191-ORG-154	Organizational Practices	After-School tutoring and identified students	Principal	Far Below Basic, Below Basic, and Basic	District Assessments	No	3010	Title I	1120	TEACHERS SALARIES		0	\$5,000.00
10	2011-191-ORG-1600	Organizational Practices	Implement positive social development curriculum - such as Second Step and/or Caring Schools Community.	Principal and teachers	All Students	Use Your Voice Survey	No						0	\$0.00

MS rec'd 3:30 PM  
MAY 10 MAY 10

**Basic Directions**

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

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

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

Attachment Checklist

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

OUSD Staff Contact Emails about this contract should be sent to: [monique.brinson@ousd.k12.ca.us](mailto:monique.brinson@ousd.k12.ca.us)

**Contractor Information**

Contractor Name	Aspiranet, dba Experience Corps	Agency's Contact	David Moren			
OUSD Vendor ID #	V056255	Title	Director of School Relations			
Street Address	400 Oyster Point Blvd, #501	City	South San Francisco	State	CA	Zip 94080
Telephone	(650) 866-4080	Email	dmoren@aspiranet.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	03/01/2012	Date work will end	06/30/2012	Other Expenses	
Pay Rate Per Hour (required)	\$ 12.00	Number of Hours	299.57	Total Contract Amount	\$ 3,594.84

**Budget Information**

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

Resource #	Resource Name	Org Key	Object Code	Amount
3010	T1-Inst	1914850101	5825	\$ 3,594.84
			5825	\$
			5825	\$
<b>Requisition No.</b>	R0204490		<b>Total Contract Amount</b>	\$ 3,594.84

**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.

1.	<b>Administrator / Manager (Originator)</b>	Name	Monique Brinson	Phone	(510) 879-1610
	Site / Department	Sankofa Academy		Fax	(510) 879-1619
	Signature	<i>Monique Brinson</i>		Date Approved	4/20/12
2.	<b>Resource Manager</b> , if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	<i>Suzanne Kay</i>		Date Approved	5/10/12
	Signature (if using multiple restricted resources)			Date Approved	
3.	<b>Regional Executive Officer</b>				
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site <input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>Monique Brinson</i>		Date Approved	5/15/12
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b> <input type="checkbox"/> Consultant Aggregate Under \$50,000				
	Signature	<i>Maria Santos</i>		Date Approved	5-15-12
5.	<b>Superintendent, Board of Education</b> Signature on the legal contract				
<b>Legal Required if not using standard contract</b>		Approved		Denied - Reason	Date
<b>Procurement</b>	Date Received			PO Number	

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