

Board Office Use: Legislative File Info.	
File ID Number	14-0913
Introduction Date	6/11/14
Enactment Number	14-0969
Enactment Date	6/11/14



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
Gary Yee Ed.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date _____
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
High Expectations Parental Servi Oakland CA (Contractor, City/State) -
922/FSCP (site/department)

Action Requested Approval by the Governing Board of the amendment to the professional services contract between the District and High Expectations Parental Service _____.
Services to be primarily provided to 922/FSCP for the period of 12/10/2013 through 06/30/2014, in an amount not to exceed \$80,000.00.

Background Support FSCP with parent-teacher partnership and engagement with Common Core Standards. Contractor will design content for K-5 parent friendly grade level CCSS guides, posters and learning guides, posters and learning at home materials.
A one paragraph explanation of why an amendment is needed.

Discussion Approval by the Board of Education of Amendment No. 1 of the Professional Services Contract between the District and High Expectations Parental Service for the latter to provide thirteen grade-level common core overview guides for K- 12th grade parents, common core poster for school site visibility to parents, 120 grade-level learning at home activities for families (K-5), implementation guide for teachers (to use in site level common core parent learning at home workshops), and graphic design of materials listed aligned with OUSD branding rule for the period of December 10, 2013 through June 30, 2014, in the amount of \$80,000.00, increasing the contract from \$25,000.00 to a not to exceed amount of \$105,000.00. All terms and conditions of the Contract remain in full force and effect.
One paragraph summary of the amended scope of work.

Recommendation Approval by the Governing Board of the amendment to the professional services contract between the District and High Expectations Parental Service _____.
Services to be primarily provided to 922/FSCP for the period of 12/10/2013 through 06/30/2014, in an amount not to exceed \$80,000.00.

Fiscal Impact Funding resource name (please spell out) CORE WAIVER
not to exceed \$ 80,000.00

Attachments

- Contract Amendment
- Copy of original contract

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES CONTRACT**

This Amendment is entered into between the Oakland Unified School District (OUSD) and High Expectations Parental Service (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on DECEMBER 10, 2014, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work has changed. ONLY the funding source has changed.
 If the scope of work has changed: Provide brief description of revised scope of work including a measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.
 Revised scope of work attached. OR, The CONTRACTOR agrees to provide the following amended services:
 13 grade-level common core overview guides for K- 12th grade parents, common core poster for school site visibility to parents, 120 grade-level learning at home activities for families (K-5), implementation guide for teachers (to use in site level common core parent learning at home workshops), and graphic design of materials listed aligned with OUSD branding rule

2. **Terms (duration):** The term of the contract is unchanged. The term of the contract has changed.
 If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is _____.

3. **Compensation:** The contract price is unchanged. The contract price has changed.
 If the compensation has changed: The contract price is amended by
 Increase of \$ 80,000.00 to original contract amount
 Decrease of \$ _____ to original contract amount
 and the new contract total is _____ dollars (\$105,000.00)

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**
 There are no previous amendments to this Agreement. This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase (Decrease)
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the State Administrator, the Board of Education, and/or the Interim Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

President, Board of Education 6/12/14
 Date

Superintendent or Designee

Edgar Rakestraw, Jr. 6/12/14
 Secretary Board of Education Date

CONTRACTOR

Teneh Weller 4/22/14
 Contractor Signature Date

Teneh Weller, Executive Director
 Print Name, Title

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.

Approval by the Board of Education of Amendment No. 1 of the Professional Services Contract between the District and High Expectations Parental Service for the latter to provide thirteen grade-level common core overview guides for K- 12th grade parents, common core poster for school site visibility to parents, 120 grade-level learning at home activities for families (K-5), implementation guide for teachers (to use in site level common core parent learning at home workshops), and graphic design of materials listed aligned with OUSD branding rule for the period of December 10, 2013 through June 30, 2014, in the amount of \$100,000.00, increasing the contract from \$25,000.00 to a not to exceed amount of \$105,000.00.

SCOPE OF WORK

High Expectations Parental Service will provide a maximum of _____ hours of services at a rate of \$_____ per hour for a total not to exceed \$_____. Services are anticipated to begin on 12/10/2013 and end on 06/30/2014.

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.

OUSD is purchasing service to design content for parent friendly, OUSD branded, grade level standards and learning at home activities & promotional poster, for teachers to use in site based parent workshops on the Common Core State Standards: 13 grade-level common core overview guides for K- 12th grade parents, common core poster for school site visibility to parents, 120 grade-level learning at home activities for families (K-5), implementation guide for teachers (to use in site level common core parent learning at home workshops). OUSD is purchasing these materials to support implementation of site based parent workshops led by teachers. An estimated 86 schools will benefit from this resource.

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.

86 SCHOOLS WILL USE THESE MATERIALS, AND AS A RESULT 2,150 ADDITIONAL STUDENTS' PARENTS WILL KNOW HOW TO SUPPORT THEIR CHILDREN AT HOME WITH THE TRANSITION TO THE COMMON CORE ACADEMIC SHIFTS.

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

- Ensure a high quality instructional core
Develop social, emotional and physical health
Create equitable opportunities for learning
High quality and effective instruction

- Prepare students for success in college and careers
Safe, healthy and supportive schools
Accountable for quality
Full service community district

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.
-



TENEWEL-01

MELISSAJ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/27/2013

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 McDermott-Costa Co., Inc. 276 Dolores Ave San Leandro, CA 94577	CONTACT NAME: PHONE (A/C No. Ex): (510) 351-7460 150 E-MAIL ADDRESS:	FAX (A/C No): (510) 357-3230
	INSURER(S) AFFORDING COVERAGE	
INSURED Teneh Weller DBA: High Expectation & Parental Service 303 Hegenberger Road #309 Oakland, CA 94621	INSURER A: Hartford	NAIC # 27120
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	57SBMTX5371	8/28/2013	8/28/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Those usual to the insured's operations. Oakland Unified School District, its board, officers and employees are included as Additional insureds per attached from SS00080405.

CERTIFICATE HOLDER**CANCELLATION**

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

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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MAY 12 2014

FILE COPY
MAY 16 2014

AMENDMENT ROUTING FORM

2013-2014

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1

Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order amount has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work has changed. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist

Contract amendment packet including Board Memo and Amendment Form

Amended Scope of work (Be specific as to what additional work is being done by this consultant.)

A Board Approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (Required) raquel.jimenez@ousd.k12.ca.us

Contractor Information

Contractor Name	High Expectations Parental Service	Agency's Contact	Teneh Weller		
OUSD Vendor ID #	1003233	Title	EXECUTIVE DIRECTOR		
Street Address	303 Hegenberger Road	City	Oakland	State	CA Zip 94621
Telephone	(510) 922-8606	Email	teneh@highexpectationsonline.com		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 25,000.00	Original PO Number	P1406288		
Amended Amount	\$ 80,000.00	New Requisition #	R0410820		
New Total Contract Amount	\$ 105,000.00	Start Date	12/10/2013	End Date	06/30/2014
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
3010	core waiver	9224876201	5825	\$ 80,000.00
			5825	\$
			5825	\$

Approval and Routing (in order of approval steps)

Additional services above original contract amount cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epls.gov/epls/search.do>)

1.	Site Administrator or Manager	Name	Raquel Jimenez	Phone	5102731563	Fax	5102731581
	Site / Department	922/FSCP					
	Signature					Date Approved	
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"/> Family, Schools, and Community Partnerships					
	Signature					Date Approved	5/12/14
	Signature					Date Approved	
3.	Regional or Executive Officer						
	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					Date Approved	5-22-14
5.	Superintendent or Board of Education	Signature on the legal contract					
	Legal Required if not using standard contract	Approved		Denied - Reason		Date	
	Procurement	Date Received		PO Number			



Board Office Use: Legislative File Info.	
File ID Number:	14-0585
Introduction Date:	04/23/2014
Enactment Number:	14-0654
Enactment Date:	4/23/14



OAKLAND UNIFIED SCHOOL DISTRICT

Supporting the Success of Every Student

Memo

To: Board of Education
From: GARY YEE, EdD, ACTING SUPERINTENDENT; By: MARIA SANTOS, Deputy Superintendent
Board Meeting Date: 04/23/2014
Subject: Professional Service Contract
Contractor: High Expectations of Oakland, CA
Services for: 922-COMPLEMENTARY LEARNING

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and High Expectations, Oakland, CA, for the latter to provide: Consultant will coordinate with FSCP regional family liaisons to provide site based professional development for teachers, to build teacher capacity for family engagement, and provide teacher-led academic workshops for families on literacy and/or math, strengthening relationships between teachers and families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont. Consultant will work with FSCP regional family liaisons to design and deliver teacher training, and implement teacher-led academic workshops for families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont. OUSD is purchasing an additional 137 hours of service for a different scope of work, in staff coordination and teacher training time, and development of academic workshops for families at 6 schools. As a result of this service, 360 families (60 families per site) will be more engaged in their child's learning at home, have more communication

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

To strengthen families on literacy and math to better support student academics.

Discussion:
 (QUANTIFY what is being purchased.)

Consultant will coordinate with FSCP regional family liaisons to provide site based professional development for teachers, to build teacher capacity for family engagement, and provide teacher-led academic workshops for families on literacy and/or math, strengthening relationships between teachers and families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont. Consultant will work with FSCP regional family liaisons to design and deliver teacher training, and implement teacher-led academic workshops for families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont. OUSD is purchasing an additional 137 hours of service for a different scope of work, in staff coordination and teacher training time, and development of academic workshops for families at 6 schools. As a result of this service, 360 families (60 families per site) will be more engaged in their child's learning at home, have more communication with their child's teacher, and increase their child's attendance (as measured by OUSD family engagement survey)

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Enactment Date:	4/23/14



OAKLAND UNIFIED
SCHOOL DISTRICT

Fiscal Impact: Funding resources below not to exceed \$25,000.00

\$25,000.00 IASA-I BASIC GRANTS LOW INCOME

Attachments: Professional Services Contract including Scope of Work
Waiver Summary
Resume / Statement of Qualifications
EPLS Search Results Page
Insurance Certification (if no Waiver was granted)

Board Office Use: Legislative File Info.	
File ID Number	14-0585
Introduction Date	04/23/2014
Enactment Number	14-0654
Enactment Date	4/23/14



OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

High Expectations

This Agreement is entered into between _____ (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 10/15/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100.00, whichever is later. The work shall be completed no later than 06/30/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Twenty-five thousand Dollars (\$25,000.00) [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: No Reimbursements

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:* NONE, which shall not exceed a total cost of \$0.00.

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:

Professional Services Contract

OUSD Representative:

Name: CURTISS SARIKEY
Site /Dept.: 922-COMPLEMENTARY LEARNING
Address: 746 Grand Avenue
Oakland, CA 94610
Phone: 510-273-1562

CONTRACTOR:

Name: Teneh Weller
Title: Officer (Executive)
Address: 303 Hegenberger Road Suite 303
Oakland, CA 94621
Phone: 5109228606

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.) 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.

Professional Services Contract

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 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:** CONTRACTOR will adhere to the following staff requirements and 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

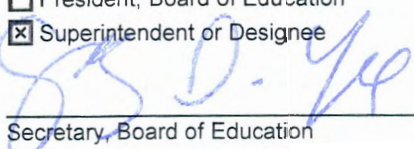
access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

- 23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable 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.
- 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.epls.gov/eplsearch.do>)
- 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. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 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.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

MARIA SANTOS
 President, Board of Education
 Superintendent or Designee

 Secretary, Board of Education
 03/14/2014
 Date
 4/24/14
 Date

Teneh Weller
 Contractor eSignature
 03/18/2014
 Date
 Teneh Weller, Officer (Executive)
 Print Name, Title

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.

Consultant will coordinate with FSCP regional family liaisons to provide site based professional development for teachers, to build teacher capacity for family engagement, and provide teacher-led academic workshops for families on literacy and/or math, strengthening relationships between teachers and families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont. Consultant will work with FSCP regional family liaisons to design and deliver teacher training, and implement teacher-led academic workshops for families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont. OUSD is purchasing an additional 137 hours of service for a different scope of work, in staff coordination and teacher training time, and development of academic workshops for families at 6 schools. As a result of this service, 360 families (60 families per site) will be more engaged in their child's learning at home, have more communication with their child's teacher, and increase their child's attendance (as measured by OUSD family engagement survey).

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.

As a result of this service, 6 site based staff and their teams for family partnerships (CSSSP teams) will be successfully trained to launch site based family engagement program at 6 sites, implementing family engagement standards. OUSD is purchasing 137 hours of service from widely recognized expert in the field of family engagement, in staff planning, leadership coaching for site engagement staff (7 sessions) at our family engagement professional learning community for site family liaisons (6 schools), and development of site family liaison tool kit.

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 checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input checked="" type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" 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(s): Not Applicable
Private School or
OUSD Department

- 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.



ContractsOnline: Contract Waiver Summary

Site Number-Name: 922-COMPLEMENTARY LEARNING

Principal / Department Head: CURTISS SARIKEY

Contractor Name: Teneh Weller

Business Name: High Expectations

Contract Type: Standard

Anticipated Start Date: 10/15/2013

Contract End Date: 06/30/2014

Rate Type: FLAT

Contract Amount: \$25,000.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: NA

Waiver-Reduction Type: \$1,000,000 Required

Other Reduction Amount: NA

Approval Date:

Approved by Deputy Superintendent

Billing Waiver Status: Approved

Approval Date: 03/10/2014

Fingerprint Waiver Status: Approved

Approval Date: 03/14/2014

TB Test Waiver Status: Approved

Approval Date: 03/14/2014

**High Expectations Parental Service
Work History in Oakland Unified School District**

Parent Liaison Training	\$31,982	Oakland	2008 - 2009
<p>High Expectations Parental Service trained Parent Liaisons and other district employees to facilitate the 9-week "I Am Here And Ready To Learn!" curriculum. There were eleven 3-hour trainings that include understanding each workshop and facilitation coaching.</p> <p>High Expectations Parental Service provided an "I Am Here And Ready To Learn" trainer's manual to each training participant.</p> <p>High Expectations Parental Service provided "I Am Here And Ready To Learn!" parent manuals for each participating school.</p> <p>High Expectations Parental Service developed training for Parent Liaisons on how to implement the Parent Playbooks program at their schools. The training included:</p> <ul style="list-style-type: none"> • Understanding the CA Content Standards (for trainers) • Presenting activities to parents • Evaluating the program 			

Parents for Success Program Planning	\$6,600	Oakland	2010
<p>Parents for Success Program Evaluation – High Expectations Parental Service worked with each school to outline successes and challenges in engaging parents in the PFS program. We reviewed student data to determine the effectiveness of the program. We also reviewed the above program goals and determined our success in achieving them. We made recommendations for improvement going forward. Schools then outlined a plan for program implementation in the Fall of 2010.</p> <p>2010-2011 Work Plan – After completing the program evaluation, we worked with the parent liaisons and principals to develop the Parent Liaison’s work plan for the upcoming school term. This work plan outlined the Parent Liaisons daily parent engagement activities. They were aligned with District goals for student achievement.</p> <p>Prepared for Fall Launch of Parents for Success - High Expectations prepared the program materials needed to launch the PFS program in the Fall of 2010. This included the parent liaison program binder and the work plan.</p>			

"I Am Here and Ready for College!" Program	\$7,000	Oakland	2011
<p>Development of Parent Engagement Program</p> <p>High Expectations Parental Service developed training tools to be used in the 2011-2012 school year. High Expectations worked with the OUSD College and Career Readiness Office to develop workshop outlines and handouts that gave parents of middle and high school students the tools and skills needed to successfully navigate the school system. These resources developed as a train-the-trainer model so that District Parent Liaisons, school counselors, and teachers would be able to deliver the content.</p> <p>We provided strategies for how to engage traditionally uninvolved families. Often, materials were provided, but parents of high need students did not access the information. We provided a program binder with strategies for schools to use to engage those families that most need support. We provided a plan for targeted recruitment and relationship building that would increase parent involvement and ultimately, academic achievement.</p> <p>Parents walked away with a full understanding of the A-G requirements and what characteristics a student must possess in order to prepare for college success. We worked with all necessary stakeholders to tailor a program that aligned with the District's vision for academic excellence.</p> <p>We provided parents with information specific to OUSD schools, and this greatly increased students' opportunities for success.</p> <p>Deliverables included:</p> <ul style="list-style-type: none"> • Four parent and student workshop outlines. These workshops gave parents and students information on A-G requirements, Linked Learning, college readiness, and goal setting. • Strategies for engaging traditionally uninvolved families (to be used for teacher and staff professional development). • A comprehensive parent engagement binder, outlining a plan for engaging parents from September to June. This included all the tools needed to implement the parent engagement program (handouts, flyer templates, calendar of events, etc.) <p>Parent Engagement Program Training</p> <p>High Expectations Parental Service equipped District Parent Liaisons, teachers and school counselors to implement the parent engagement program in their schools. Over the course 16 hours of training, participants understood how to engage, inform and retain traditionally uninvolved parents so that they can academically support their child's education.</p>			



OAKLAND UNIFIED SCHOOL DISTRICT

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File #: 14-0585 **Version:** 1 **Name:** Professional Services Contract - High Expectations Parental Service - Family Engagement and Support Services - Family, School, and Community Partnerships Department
Type: Agreement or Contract **Status:** Passed
File created: 3/18/2014 **In control:** [Finance and Human Resources Committee](#)
On agenda: 4/23/2014 **Final action:** 4/23/2014
Enactment date: 4/23/2014 **Enactment #:** 14-0654

Title: Ratification by the Board of Education of a Professional Services Contract between the District and High Expectations, Oakland, CA, for the latter to coordinate with FSCP regional family liaisons to provide site-based professional development for teachers, to build teacher capacity for family engagement, and provide teacher-led academic workshops for families on literacy and/or math, strengthening relationships between teachers and families at Lafayette, Sankofa, REACH, Brookfield, Allendale and Fremont; work with FSCP regional family liaisons to design and deliver teacher training, and implement teacher-led academic workshops for families; staff coordination, teacher training time, and development of academic workshops for families; 360 families, 60 families per site, will be more engaged in their child's learning at home, have more communication with their child's teacher, and increase their child's attendance, as measured by OUSD family engagement survey, for the period of October 1...

Attachments: [1. 14-0585 Professional Services Contract - High Expectations Parental Service - Family Engagement and Support Services - Family, School, and Community Partnerships Department](#)

Contact: Andrea.Bustamante@ousd.k12.ca.us

[History \(1\)](#) [Text](#)

[1 record](#) [Group](#) [Export](#)

Date	Ver.	Action By	Action	Result	Action Details	Meeting Details	Video
4/23/2014	1	Board of Education			Not available	Meeting details	Not available