

Board Office Use: <b>Legislative File Info.</b>	
File ID Number	12-2121
Introduction Date	10-24-12
Enactment Number	12-2644
Enactment Date	10-24-12



# 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)* 10-24-12

**Subject** Professional Services Contract -  
Mona Chitkara Oakland CA (contractor, City State)  
909/Leadership, Curriculum and Instruction (site/department)

**Action Requested** Ratification of a professional services contract between Oakland Unified School District and Mona Chitkara. Services to be primarily provided to 909/Leadership, Curriculum and Instruction for the period of 10/01/2012 through 06/30/2013.

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

California Senate Bill 2042 (1998), the new teacher credentialing law, establishes guidelines for school district induction programs. A District becomes the agent through which a teacher with a Preliminary Credential earns the Clear Credential. One component of this law requires coaching, under a formative assessment system, for each teacher. This system employs a set of defined but flexible mentoring activities for each participating teacher, under the guidance of a trained coach who assists the teacher in reflecting upon his/her professional practices. The Induction Program is projecting 300 Participating Teachers and 200 Beginning Teacher Support and Assessment (BTSA) Induction Coaches during 2012-13.

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

Ratification by the Board of Education of a Professional Services Contract between the District and Mona Chitkara of Oakland, California, for the latter to provide 283 hours of support to teachers with the Beginning Teacher Support and Assessment (BTSA) Induction Program requirements and to mentor teachers in classroom practices. The Coach will meet with the new teachers assigned to him/her during the school year. Coaches guide new teachers in improving their classroom practices and ensure that teachers complete the requirements for their Clear Credential; for the period of October 1, 2012 through June 30, 2013 in an amount not to exceed \$6,500.00

**Recommendation** Ratification of professional services contract between Oakland Unified School District and Mona Chitkara. Services to be primarily provided to 909/Leadership, Curriculum and Instruction for the period of 10/01/2012 through 06/30/2013.

**Fiscal Impact** Funding resource name (please spell out) Title 1 NCLB  
Highly Qualified not to exceed \$ 6,500.00

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

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OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2012-2013

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

- Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 10/01/2012, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than 06/30/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Six Thousand Five Hundred Dollars (\$6,500.00). This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

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

- 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 \$ 0.00.

### 6. CONTRACTOR Qualifications / Performance of Services.

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

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

- 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: Lisa Spielman  
Site /Dept.: 909/Leadership, Curriculum and Instruction  
Address: 2607 Myrtle St.  
Oakland, CA  
Phone: (510) 273-2337

**CONTRACTOR:**

Name: Mona Chitkara  
Title: Consultant  
Address: 265 Lee Street #306  
Oakland CA 94610  
Phone: (510) 390-2348

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

**8. Invoicing**

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

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

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

**10. Insurance:**

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

Check one of the boxes below:

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

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

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

**OR**

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

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

**Professional Services Contract**

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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.
14. **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 drugs on these sites.
15. **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.
16. **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.
17. **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.
18. **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.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
  1. **Tuberculosis Screening**
  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.

Contractor initial: MC

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the 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).

Professional Services Contract

- 22. **Limitation of OUSD Liability.** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- 23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.  
  
CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.  
  
Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
- 25. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 29. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 30. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 31. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/epls/search.do>)

Summary of terms and compensation:

Anticipated start date: 10/01/2012 Work shall be completed by: 06/30/2013 Total Fee: \$ 6,500.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos  
 President, Board of Education  
 Superintendent or Designee  
 \_\_\_\_\_  
 Secretary, Board of Education

9-26-2012  
 Date  
 \_\_\_\_\_  
 Date

CONTRACTOR

Monachitkara 7/19/12  
 Contractor Signature Date  
 \_\_\_\_\_  
 Consultant  
 Print Name, Title

Certified:

Edgar Rakestraw, Jr. 10/25/12  
 Edgar Rakestraw, Jr., Secretary  
 Board of Education

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 By: [Signature]

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.

Ratification by the Board of Education of a Professional Services Contract between the District and Mona Chitkara of Oakland, California, for the latter to provide 283 hours of support to teachers with the Beginning Teacher Support and Assessment (BTSA) Induction Program requirements and to mentor teachers in classroom practices. The Coach will meet with the new teachers assigned to him/her during the school year. Coaches guide new teachers in improving their classroom practices and ensure that teachers complete the requirements for their Clear Credential; for the period of October 1, 2012 through June 30, 2013 in an amount not to exceed \$6,500.00

SCOPE OF WORK

Mona Chitkara will provide a maximum of 283.00 hours of services at a rate of \$ 22.99 per hour for a total not to exceed \$6,500.00. Services are anticipated to begin on 10/01/2012 and end on 06/30/2013.

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

Oakland Unified School District hires coaches trained by the Talent Development Office in monitoring with a learning focus to support beginning teachers in the district. These coaches, full-time classroom teachers, content specialists, and retired teachers are matched for content and grade level, knowledge and relationship with the school site, and expertise in adult learning to coach for approximately 30 hours and attend professional development in effective coaching practices. Coach responsibilities include attending all training and professional development, observe teachers in practice, model best practices, provide constructive analysis, collaborate in the design of learning environments in relation to standards of student conduct, design lesson plans that support all learners, and use student data to maximize student achievement.

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.

Each coach will comply with or provide the following: (1) meet regularly with beginning teachers assigned to him or her, at the site of the teacher(s); (2) support the teacher in self-assessing based on the CA Standards for the Teaching Profession; (3) Observe each teacher in practice and provide feedback that supports teacher growth; (4) support the teacher in designing and implementing effective lesson plans that maximize student achievement; and (5) support teacher in analyzing student data to inform teacher practice.

3. 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.
-

Mona Chitkara  
265 Lee Street, #306  
Oakland, California 94610  
(510) 390-2348  
monachitkara@gmail.com

## **Objective**

To obtain a position with an arts organization dedicated to serving underserved youth

## **Highlights of Qualifications**

Administrative and Direct Service experience working with K-12 youth from urban communities  
Ability to design, facilitate, and evaluate youth programs that foster artistic, leadership, & critical thinking skills  
Experience performing outreach, recruiting, training, and managing staff  
Experience collaborating and conducting research with school leaders, families, and community organizations  
Passion for social justice  
Familiarity with Bay Area schools and community organizations

## **Work Experience**

**BTSA Coach** August 2011-present  
Oakland Unified School District Oakland, CA

- Provide personal one-on-one guidance and support to two beginning participating teachers
- Give feedback and assistance to new teachers regarding their progress toward completing requirements for a Clear Teaching Credential

**Ethnic Studies Curriculum Writer** July 2011-present  
Oakland Unified School District Oakland, CA

- Participate in creation of grassroots Ethnic Studies Task Force to develop a standards-based ethnic studies curriculum to pilot in public schools in 2012-13
- Collaborate with K-12 teachers across various disciplines to design lessons that teach ethnic history from a social justice lens

**Arts Integration Teacher** Jan 2009-present  
Acorn Woodland Elementary East Bay, CA

- Plan and facilitate standards-based visual arts lessons to 240 students in grades K-5
- Collaborate with principal and teachers in planning arts integration curriculum
- Organized exhibition of student artwork

**Youth Education Coordinator/Educational Outreach** Jan 2009- June 2011  
Root Division San Francisco, CA

- Developed organization's youth onsite and school programming
- Recruited, scheduled, and trained volunteer and resident artists
- Provided curricular support to artist volunteers and partner sites
- Prepared and submitted quarterly reports on status of programming
- Acted as liaison between Root Division and partner sites/coordinate with Site Directors
- Updated and monitored record-keeping system for documentation of volunteer base
- Updated and monitored program evaluation process
- Managed schedules of artists
- Managed youth education program's budget and supply inventory
- Developed and initiated awareness of organization's programs at partner sites
- Documented and archived on/offsite program
- Fundraising support through grant writing, soliciting donations from local businesses, and gathering letters of support

**Arts Educator** June 2006-December 2008  
Museum of Children's Art, ArtReach, & Oakland Museum East Bay, CA

- Facilitated over 30 on-site studio arts classes for school and community groups
- Led individual professional development sessions with school teachers
- Scheduled programs and performed outreach to K-12 teachers with information regarding exhibition tours and school programs
- Represented M.O.C.H.A in over twenty local family day events
- Co-authored Youth Development in the Arts handbook used in professional development workshops for after school instructors



**Curator**

January 2006-September 2006

EastSide Arts Alliance

Oakland, CA

- Planned, organized, and produced gallery art show and related programming for "One Nation Under Surveillance" related to anti-immigrant sentiment against the South Asian, Arab, and Muslim communities post 9/11
- Recruited, managed, and worked collaboratively with 20 artists involved with the exhibit and events
- Participated in marketing and advertising of art show and events, including placement of commercial advertisements
- Served as a liaison between EastSide Arts Alliance and local sponsors

**Intervention Specialist**

January 2005-June 2006

Melrose Leadership Academy

Oakland, CA

- Instructed low-performing students in 7<sup>th</sup> and 8<sup>th</sup> grade Humanities classes
- Helped students build resumes for portfolios
- Worked with students one-on-one to find internships and placements in summer youth programs

**Education and Public Programs Assistant**

August 2003 -July 2004

Smithsonian National Portrait Gallery

Washington DC

- Planned, organized, and produced educational programs supporting museum content
- Facilitated programs in over 30 K-12 public schools in DC area
- Scheduled programs and performed outreach to schools and community centers in area
- Trained and oversaw museum interns
- Prepared literature and publications related to gallery's educational programs
- Developed partnerships between the museum and schools and community organizations
- Maintained and updated records pertaining to educational programs
- Worked with staff from other departments to assist with marketing, fund-raising, and long-term planning of gallery's programming

**Researcher**

June 2000-July 2001

Washington University

St Louis, MO

- Searched for and compiled articles from African American periodicals and literature for Dr. Gerald Early
- Researched African American history, culture, and art for *Freedom Sounds* by Dr. Ingrid Monson
- Recruited and organized lecturers for conference on African American music

**Education**

California State University East Bay, August 2009

Hayward, CA

Master of Science in Education

California State University East Bay, June 2008

Hayward, CA

Multiple Subject Teaching Credential

George Washington University, May 2003

Washington D.C.

Master of Arts in American Studies

Washington University, May 2000

St. Louis, MO

Bachelor of Arts in English Literature

**Language Skills**

Spanish (Basic/Proficient)

**Search Results Excluded By  
Firm, Entity, or Vessel : Mona Chitkara  
as of 17-Jul-2012 5:15 PM EDT**

**Your search returned no results.**

# Consultant Fingerprint/Criminal Background Check Waiver Request

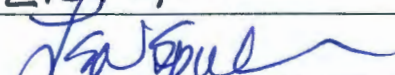
**Directions**

The District requires that all contractors who will have contact with students complete a Fingerprint/Criminal Background Check through OUSD. The OUSD Administrator can request that this requirement is waived for consultants who will never interact with students. Fingerprint waivers require Cabinet level approval (Deputy Superintendent/Superintendent). To request this waiver complete this form and submit it with the contract packet. If your request is denied you will be required to resubmit the packet with documentation verifying that the consultant has completed this requirement.

Contractor Name	Mona Chitkara		
Originator Name	Lisa Spielman	Site or Department	909/LC1
Which sites or locations will the contractor be working at? _____			
<b>TB Clearance Requirement</b>			
<i>Proof of negative TB status is required for all consultants who will be working with OUSD students or staff. TB clearance waivers are only granted if the contractor will be working remotely or the contractor is a one time speaker with less than 6 hours of contact with OUSD employees.</i>			
<b>How is this contractor going to meet the TB clearance requirement?</b>			
TB Waiver requested <input checked="" type="checkbox"/>		Proof of TB clearance is in the contract packet <input type="checkbox"/>	

**[TO BE COMPLETED BY AUTHORIZED OUSD EMPLOYEE ONLY.]**

CONTRACTOR's employees will have only limited contact, if any, with OUSD pupils and OUSD will take appropriate steps to protect the safety of any pupils that may come in contact with CONTRACTOR's employees so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 shall not apply to CONTRACTOR for the services under this Agreement. As an authorized OUSD official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of OUSD. (Education Code § 45125.1 (c))

OUSD Representative's Name	Lisa Spielman	Title	Director
OUSD Representative's Signature		Date	7/20/12

<b>Approval</b> Cabinet Level approval required (Deputy Superintendent/Superintendent)	
Approver Name	Title
Approver Signature	Date
Reason for Approval:	

# OUSD Consultant General Liability Insurance Reduced Insurance Requirement or Waiver Request

**Directions**

All consultants are required to provide proof of General Liability Insurance with limits of One Million Dollars per occurrence. Additional information about this requirement can be found on the internet under Finances, Procurement and Distribution tab, document entitled "Information for Consultants." In rare circumstances, where appropriate, the District can reduce the required amount of insurance or waive the general liability insurance requirement. To request that your contract is considered for either a reduced amount of insurance or a waiver, complete this form and submit it with a copy of the contract to Risk Management. Waivers will only be granted in cases where the consultant will have NO interaction with students.

**Steps:**

1. OUSD Contract Originator completes request form
2. OUSD Contract Originator submits request form and **copy of contract** with Scope of Work to Risk Management at 1025 2<sup>nd</sup> Avenue, Room 115A or email [cynthia.grice@ousd.k12.ca.us](mailto:cynthia.grice@ousd.k12.ca.us).
3. Risk Management considers request and returns form within 7 business days to OUSD Contract Originator
4. If approved, OUSD Contract Originator submits form with completed contract to Procurement.

<b>Contractor Name</b>	Mona Chitkara	<b>Contract Amount</b>	\$6,500.00
<b>OUSD Originator Name</b>	Lisa Spielman	<b>Site / Department</b>	909/LCI

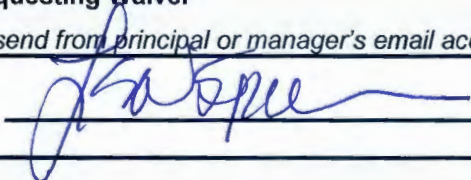
*Why do you believe that this contract poses a low risk to the District and should be eligible for a reduction or waiver of the general liability insurance requirement?*

CONSULTANT IS NOT WORKING WITH STUDENTS.

**Signature of Contract Originator Requesting Waiver**

*If submitted via email, type name and send from principal or manager's email account.*

**OUSD Principal or Manager**



**Date**

7/20/12

**Risk Management**

**Approved:** Based on the scope of work provided, I approve the following adjustment to the General Liability Insurance requirement for this contract:

Reduced Requirement : \$ \_\_\_\_\_

Waiver of General Liability Insurance Requirement

Reason for reduction or waiver: \_\_\_\_\_  
 \_\_\_\_\_

**Denied:** Unfortunately, this contract does not qualify for a reduction or waiver

Denial Reason: \_\_\_\_\_  
 \_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013**

*Handwritten:* Petal AUG 27

**DEPOSIT**  
 AUG 20

**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

- For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
- For individual consultants: Proof of negative tuberculosis status within past 4 years.
- For All Consultants: Results page of the Excluded Party List (<https://www.epls.gov/epls/search.do>)
- 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. (Ref. to Section 10 of the Contract)

**OUSD Staff Contact** Emails about this contract should be sent to: (required) [arlene.herra@ousd.k12.ca.us](mailto:arlene.herra@ousd.k12.ca.us)

**Contractor Information**

Contractor Name	Mona Chitkara	Agency's Contact	Mona Chitkara				
OUSD Vendor ID #	1001910	Title	Consultant				
Street Address	265 Lee Street #306	City	Oakland	State	CA	Zip	94610
Telephone	(510) 390-2348	Email (required)	monachitkara@gmail.com				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

**Compensation and Terms – Must be within the OUSD Billing Guidelines**

Anticipated start date	10/01/2012	Date work will end	06/30/2013	Other Expenses	\$ 0.00
Pay Rate Per Hour (required)	\$ 22.99	Number of Hours (required)	283.00		

**Budget Information**

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

Resource #	Resource Name	Org Key	Object Code	Amount
3010	Title 1 NCLB	909-1626-201	5825	\$ 6,500.00
	Highly Qualified		5825	\$
			5825	\$
<b>Requisition No. (required)</b>	<b>R0302939</b>		<b>Total Contract Amount</b>	<b>\$ 6,500.00</b>

**Approval and Routing (in order of approval steps)**

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

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

1.	<b>Administrator / Manager (Originator)</b>	Name	Lisa Spielman	Phone	(510) 273-2337
	Site / Department	909 Leadership, Curriculum and Instruction	Fax	(510) 452-2077	
	Signature	<i>[Signature]</i>		Date Approved	7/19/12
2.	<b>Resource Manager, if using funds managed by:</b>	<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>[Signature]</i>		Date Approved	8/23/12
	Signature (if using multiple restricted resources)			Date Approved	
3.	<b>Regional Executive Officer</b>				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site <input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>[Signature]</i>		Date Approved	8/31/12
4.	<b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b>	Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000			
	Signature	<i>[Signature]</i>		Date Approved	9-18-2012
5.	<b>Superintendent, Board of Education</b>	Signature on the legal contract			
<b>Legal</b>	Required if not using standard contract	Approved	Denied - Reason	Date	
<b>Procurement</b>	Date Received		PO Number	P1302242	

*Handwritten:* 1991

