

Board Office Use: Legislative File Info.	
File ID Number	13-1356
Introduction Date	6-13-12
Enactment Number	12-1533
Enactment Date	6-13-12-48



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

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

Board Meeting Date 6-13-12
(To be completed by Procurement)

Subject Professional Services Contract Amendment - One
Kathleen Hogan Oakland CA (Contractor, City/State) -
Glenview / 119 (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Kathleen Hogan. Services to be primarily provided to Glenview / 119 for the period of 10/01/2011 through 06/30/2012, in an amount not to exceed \$ 6,500.00.

Background
A one paragraph explanation of why an amendment is needed.

Kathleen Hogan will provide an intensive Restorative Justice training to further the implementation of Restorative Justice throughout the campus. Some teachers are prepared to go deeper in the daily practices and begin to utilize Restorative Discipline once trained.

Discussion
One paragraph summary of the amended scope of work.

Amendment No. One of a contract of service between OUSD and Kathleen Hogan (Oakland, CA) for the latter to provide additional services of Restorative Justice staff professional development for up to 300 students, 73 hours for the time period of May 15, 2012-June 30, 2012 in an amount not to exceed \$6,500, increasing the agreement from \$44,967 to a not to exceed amount of \$51,467. All other terms and conditions of the agreement remain in full force and effect.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Kathleen Hogan. Services to be primarily provided to Glenview / 119 for the period of 10/01/2011 through 06/30/2012, in an amount not to exceed \$ 6,500.00.

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

Attachments

- Contract Amendment
- Copy of original contract

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OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and Kathleen Hogan (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 10/01, 2011, and the parties agree to amend that Agreement as follows:

1. **Services:** The scope of work is unchanged. The scope of work 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:
 Consultant will provide an intensive staff training including in class demonstrations, coaching, and instruction. This is in addition to her current duties.

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 06/30/2012.

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 \$ 6,500.00 _____ to original contract amount
 Decrease of \$ _____ to original contract amount
 and the new contract total is Fifty One Thousand Four Hundred Sixty Seven dollars (\$ 51,467.00)

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

CONTRACTOR

Maria Santos 5-21-12
 President, Board of Education Date
 Superintendent or Designee

Kathleen Hogan 4/23/12
 Contractor Signature Date
Kathleen Hogan, SE Consultant
 Print Name, Title

CERTIFIED: [Signature] _____
 Edgar Rakestraw, Jr., Secretary Date
 Board of Education

**Edgar Rakestraw, Jr., Secretary
Board of Education**

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.

Amendment No. One of a contract of service between OUSD and Kathleen Hogan (Oakland, CA) for the latter to provide additional services of Restorative Justice staff professional development for up to 300 students, 73 hours for the time period of May 15, 2012-June 30, 2012 in an amount not to exceed \$6,500, increasing the agreement from \$44,967 to a not to exceed amount of \$51,467. All other terms and conditions of the agreement remain in full force and effect.

SCOPE OF WORK

Kathleen Hogan _____ will provide a maximum of 73.00 hours of services at a rate of \$ 90.00 per hour for a total not to exceed \$ 6,500.00. Services are anticipated to begin on 10/01/2011 and end on 06/30/2012.

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

Kathleen Hogan will provide an intensive Restorative Justice training to further the implementation of Restorative Justice throughout the campus. Some teachers are prepared to go deeper in the daily practices and begin to utilize Restorative Discipline once trained. Teachers will focus on strategies (i.e. class circles, harm circles, etc.) to implement in class to make the philosophy lived. This will impact 10 classrooms and roughly 300 students. Work can be quantified by office referrals, teacher survey, student survey, and general school culture.

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.

Through increasing the capacity of the staff to reach out and connect to students through daily Restorative Justice (RJ) classroom practices and the effective use of RJ to resolve conflict and repair harm, student attendance will increase. Additionally students will be learning the social/emotional skills needed to handle the ever increasing pressure in school to achieve graduation and higher education.

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

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

Please select:

- Action Item included in Board Approved SPSA (no additional documentation required)** – Action Item Number: _____
 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word “Modified”, modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
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12-1327
MAY 8
PROFESSIONAL SERVICES CONTRACT
AMENDMENT ROUTING FORM 2011-2012

MAY 8
[Signature]

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 contract.
- 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 is changing)
- Copy of original contract

OUSD Staff Contact Emails about this contract should be sent to: natalie.walchuk@ousd.k12.ca.us

Contractor Information

Contractor Name	Kathleen Hogan	Agency's Contact	Kathleen Hogan		
OUSD Vendor ID #	I005104	Title	Consultant		
Street Address	4107 Maple Avenue	City	Oakland	State	CA
Telephone	(510) 225-8756	Email	kdhogan@gmail.com		
		Zip	94602		

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

Original Contract Amount	\$ 44,967.00	Original PO Number	P1202648		
Amended Amount	\$ 6,500.00	New Requisition #	R0204494		
New Total Contract Amount	\$ 51,467.00	Start Date	05/15/2012	End Date	06/30/2012

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	1194850101	5825	\$ 6,500.00
			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.

1.	Site Administrator or Manager	Name	Natalie Tovani-Walchuk	Phone	5105316677	Fax	5105316668
	Site / Department	Glenview / 119					
	Signature	[Signature]			Date Approved	4/23/12	
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs						
	Signature	[Signature]			Date Approved	5/8/12	
	Signature	[Signature]			Date Approved	5/18/2012	
3.	Regional or Executive Officer						
	Signature	[Signature]			Date Approved	5-22-12	
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000						
	Signature	[Signature]			Date Approved	5-22-12	
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		P1202648			

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