

Board Office Use: Legislative File Info.	
File ID Number	12-0999
Introduction Date	4/25/12
Enactment Number	12-1188
Enactment Date	4-25-12



**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 *VH*

Board Meeting Date 4-25-12
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Paul Seideman Oakland CA (Contractor, City/State) -
719 - Northern Light / 950 - State & Federal Compliance (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Paul Seideman. Services to be primarily provided to 719 - Northern Light / 950 - State & Federal Co for the period of 11/01/2011 through 06/29/2012, in an amount not to exceed \$ 5,225.00.

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

OUSD is required by federal law to allow private non-profit schools to participate in the OUSD Title I Part A Program. Schools that choose to participate are provided with "fair and equitable" Title I Part A services after they have complied with program requirements. After consultation with the private school to reach agreement on the type of instructional support services to be provided, the OUSD Private Schools Program administers the agreed upon Title I Part A Program instructional support services.

Discussion
One paragraph summary of the amended scope of work.

Ratification of Amendment 1 to the professional service contract with the District and Paul Seideman for the latter to provide an additional 95 hours of Title I professional services from hours for the period of 11/1/2011 to 6/29/2012. Increasing the not to exceed amount from \$11,110.00 to \$16,335.00. All other terms and conditions remain in full force and effect.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Paul Seideman. Services to be primarily provided to 719 - Northern Light / 950 - State & Federal Co for the period of 11/01/2011 through 06/29/2012, in an amount not to exceed \$ 5,225.00.

Fiscal Impact Funding resource name (please spell out) Title IA
not to exceed \$5,225.00

Attachments

- Contract Amendment
- Copy of original contract

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and Paul Seideman (CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 11/1, 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:
Paul Seideman will provide an additional 95 hours of services at a rate of \$55.00 per hour for a new total contract amount not to exceed \$16,335.00.

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 95 hours (days/weeks/months), and the amended expiration date is 06/29/2012.

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 \$ 5,225.00 to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is Sixteen thousand three hundred and thirty-five dollars (\$ 16,335.00)

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
 Superintendent or Designee

Edgar Rakestraw, Jr., Secretary Date
Board of Education

4/24/12

CONTRACTOR

Contractor Signature 2/24/12
Date
Paul Seideman Instructor
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.

Ratification of Amendment 1 to the professional service contract with the District and Paul Seideman for the latter to provide an additional 95 hours of Title I professional services from hours for the period of 11/1/2011 to 6/29/2012. Increasing the not to exceed amount from \$11,110.00 to \$16,335.00. All other terms and conditions remain in full force and effect.

SCOPE OF WORK

Paul Seidemar will provide a maximum of 297.00 hours of services at a rate of \$ 55.00 per hour for a total not to exceed \$16,335.00. Services are anticipated to begin on 11/01/2011 and end on 06/29/2012.

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.

The consultant will provide supplemental Title I instructional services for eligible and identified private school students. The consultant will focus on instruction that improves student academic achievement in the target areas of English Language Arts, Reading, and Mathematics. The standards-based instructional program will include a variety of effective instructional strategies and techniques.

2. Specific Outcomes: What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

Title I, Part A provides supplementary instruction through a third-party contractor to students who are educationally disadvantaged and failing or are most at risk of failing to meet high academic standards, and who live in areas of high poverty. As a result of receiving Title I part A Program services, students attending this specific non-profit private school located in Oakland will improve their academic achievement as measured by the designated assessment instrument in the instructional area in which they received individual tutoring and/or small group supplemental support. The individualized supplemental support provided will result in a gain of academic skills by the targeted students and enable them to be more fully engaged and successful in school. These students will have improved school attendance which supports gains in performance in core academic areas and successful ongoing completion of successive grade levels which results in graduation from high school.

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

- 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.
-

Exhibit A, Scope of Work 2011-2012

Contractor Name: Paul Seideman
Northern Light School

Nature of Work:

The consultant will provide supplemental Title I instructional services for eligible and identified private school students. The consultant will focus on instruction that improves student academic achievement in the target areas of English Language Arts, Reading, and Mathematics. The standards-based instructional program will include a variety of effective instructional strategies and techniques.

Consultant will work with other school staff to present compliant Annual Title I Program meeting for parents – and will also confer with parents as needed. Consultant will meet and confer with school classroom teachers in order to plan effective supplemental instruction for identified students.

Consultant will also provide professional development services to teachers focused on instructional strategies and techniques that are effective when working with low-achieving students (students identified as eligible for Title I Program services).

Consultant will provide a maximum of 202 hours of service at a rate of \$55.00 per hour for a total not to exceed \$11,110.00.

Modification: the consultant will provide an additional 95 hours of service at the rate of \$55.00 per hour for a new contract total not to exceed \$16,335 .

REC'D FEB 23 2012

Deliverables:

- Academic Improvement Plan for identified students
- Schedule and description of services provided at school to students
- Record of students served and instruction provided
- Baseline assessment, ongoing assessments, examples of work, and post-instruction assessment data on skills to be reinforced
- Summary report by June 15 on students' academic growth
- Documentation of Annual Title I Program meeting
- Documentation of review and approval of Home-School compact by parents

Goals:

- Students show progress based on baseline assessment, ongoing assessments, examples of work, and post-instruction assessment administered.
- Student improvement evidence on file
- Organized, efficient and effective program
- Improved grades and test scores on classroom work

PROFESSIONAL SERVICES CONTRACT AMENDMENT ROUTING FORM 2011-2012

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.

1. Contractor and OUSD contract originator reach agreement on modification to original contract.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. 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.**
4. 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

OUUSD Staff Contact Emails about this contract should be sent to: nai.schao@ousd.k12.ca.us

Contractor Information

Contractor Name	Paul Seideman	Agency's Contact	Self			
OUUSD Vendor ID #	I005494	Title	Instructor			
Street Address	57 Ironwood	City	Oakland	State	CA	Zip 94605
Telephone	(510) 635-4289	Email	psironwood@comcast.net			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 11,110.00	Original PO Number	P1203487		
Amended Amount	\$ 5,225.00	New Requisition #	R020 3542		
New Total Contract Amount	\$ 16,335.00	Start Date	11/01/2011	End Date	06/29/2012

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 IA	719 4851 101	5825	\$ 5,225.00
			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	William Nownes	Phone	8792719	Fax	8798098
	Site / Department	719 - Northern Light / 950 - State & Federal Compliance					
	Signature	<i>William Nownes</i>			Date Approved	5/24/12	
2.	Resource Manager , if using funds managed by:	<input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs					
	Signature	<i>Suzanna Raus</i>			Date Approved	2/27/12	
	Signature						
3.	Regional or Executive Officer						
	Signature				Date Approved		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations	<input type="checkbox"/> Consultant Aggregate Under \$50,000					
	Signature	<i>Thomas Koffel</i>			Date Approved	3/7/12	
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	P1203487	

11604



Board Office Use: Legislative File Info.	
File ID Number	12-0404
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Enactment Number	12-0169
Enactment Date	1-25-12



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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 *MSH*

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Fiscal Impact Funding resource name (please spell out) Title IA
not to exceed \$11,110.00

Attachments

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