

Board Office Use: Legislative File Info.	
File ID Number	13-0838
Introduction Date	6/12/13
Enactment Number	13-1030
Enactment Date	6/12/13



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

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

Board Meeting Date
(To be completed by Procurement) _____

Subject Professional Services Contract -
 _____ Jill McLennan _____ Oakland _____ CA _____ (contractor, City State)
 _____ 151 Sequoia Elementary _____ (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Jill McLennan. Services to be primarily provided to 151 Sequoia Elementary for the period of 03/01/2013 through 06/13/2013.

Background
A one paragraph explanation of why the consultant's services are needed.
 Sequoia Elementary is an Arts Anchor Grant School. Jill McLennan is the k-2 Artist-in-Residence who designs and provides professional development to 9 teachers on a monthly basis and coaches teachers in arts integration the classroom.

Discussion
One paragraph summary of the scope of work.
 A contract for services between OUSD and Jill McLennan (Oakland, CA) for the latter to provide provide a maximum of 167.5 hours of service at a rate of \$ 40 per hour for a total not to exceed \$6,700 . As funded by Sequoia parents group Friends of Sequoia School, (FOSS) the consultant will collaborate weekly with teachers in designing and implementing visual arts integration lessons for their classrooms. She will lead grade level teacher collaboration meetings so the visual arts lessons are integrated with core curriculum teaching.

Recommendation Ratification of professional services contract between Oakland Unified School District and Jill McLennan. Services to be primarily provided to 151 Sequoia Elementary for the period of 03/01/2013 through 06/13/2013.

Fiscal Impact Funding resource name (please spell out) Donations PTA
 _____ not to exceed \$ 6,700.00

- 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 Jill McLennan (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 03/01/2013, 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 06/13/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed six thousand seven hundred Dollars (\$6,700.00). 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: _____

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.

- 4. 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.
- 5. Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* _____ which shall not exceed a total cost of \$ _____.
- 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.

- 7. 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: Katia Hazen
Site /Dept.: 151 Sequoia Elementary
Address: _____
Oakland, CA 94602
Phone: (510) 531-6696

CONTRACTOR:

Name: Jill McLennan
Title: Artist in Residence
Address: 3120 Chapman St.
Oakland CA 94601
Phone: (510) 290-8191

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

8. Invoicing

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

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

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

10. Insurance:

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

Check one of the boxes below:

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

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

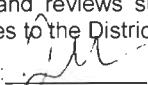
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence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

OR

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

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

Professional Services Contract

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: 
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: 03/01/2013 Work shall be completed by: 06/13/2013 Total Fee: \$ 6,700.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos 5-1-13
 President, Board of Education Date
 Superintendent or Designee
Certified:
Edgar Rakestraw, Jr. 6/13/13
 Secretary, Board of Education Date
Edgar Rakestraw, Jr., Secretary
 Board of Education

CONTRACTOR

Jill McLennan 3-1-13
 Contractor Signature Date
Jill McLennan Artist in Residence
 Print Name, Title

File ID Number: 13-0838
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 By: 01

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.

A contract for services between OUSD and Jill McLennan (Oakland, CA) for the latter to provide provide a maximum of 167.5 hours of service at a rate of \$ 40 per hour for a total not to exceed \$6,700 . As funded by Sequoia parents group Friends of Sequoia School, (FOSS) the consultant will collaborate weekly with teachers in designing and implementing visual arts integration lessons for their classrooms. She will lead grade level teacher collaboration meetings so the visual arts lessons are integrated with core curriculum teaching.

SCOPE OF WORK

Jill McLennan will provide a maximum of 167.50 hours of services at a rate of \$ 40.00 per hour for a total not to exceed \$6,700.00 . Services are anticipated to begin on 03/01/2013 and end on 06/13/2013 .

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.

A contract for services between OUSD and Jill McLennan (Oakland, CA) for the latter to provide provide a maximum of 167.5 hours of service at a rate of \$ 40 per hour for a total not to exceed \$6,700 . As funded by Sequoia parents group Friends of Sequoia School, (FOSS) the consultant will collaborate weekly with teachers in designing and implementing visual arts integration lessons for their classrooms. She will lead grade level teacher collaboration meetings so the visual arts lessons are integrated with core curriculum teaching.

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.

Providing children with skilled instruction in the visual arts has been the subject of extensive research and has been shown to increase engagement with and commitment to school. Children will be more motivated to attend school to see their artistic visions realized. Students will gain practical skills that could be applied to the workplace. Through their work in the visual arts, children will become more self aware and more empowered to care for themselves. Students will gain experience working with a variety of visual art media and experience the satisfaction of having their ideas made concrete through the visual arts. Through campus beautification projects such as tiled mural walls, Sequoia will be seen as a jewel of the neighborhood. As a result of participation in this program, students will be better able to express their ideas in visual form. They will be more motivated to attend school and participate in visual arts integration lessons. These skills will later translate into marketable skills in the visual and graphic arts fields. As a result of increased attendance, students with any health issues will be identified and given proper treatment sooner.

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.
-

Jill McLennan, JMAC
3120 Chapman St
Oakland CA 94601
510-290-8191
jmcclennanarts@gmail.com

Sequoia Elementary School
3730 Lincoln Ave
Oakland, CA 94602

Dear Katia Hazen,

I am interested in working as a Teaching Artist for the K-2nd grade position at Sequoia Elementary School. I am an artist and art educator with 13 years of experience teaching art in school programs as well as museums and community centers. I have worked with Debbie Koppman on mural projects and as a colleague in the Arts Integration Alliance with the Alameda County Office of Education.

Teaching for 13 years, I have worked with preschool through high school, adults, families and seniors. I have developed curriculum to integrate with subject matter learning and to emphasize the skills and techniques specific to the fine arts. I use the CA state standards, and the Studio Habits of Mind to develop lessons, guide students and evaluate performance. All of my lessons of art include references to human achievement: diverse artists, current events, time periods, art history, and cultural traditions.

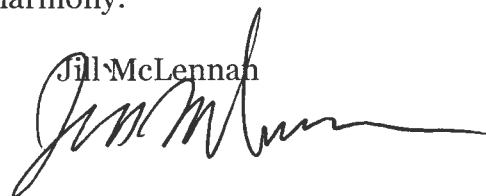
Through my work at MOCHA, I have taught arts integration to diverse classrooms and professional development to teachers. I completed Harvard's Project Zero course, "Teaching for Understanding" as a guideline for structuring units of teaching. I attended the Art is Education "Integrated Learning Summer Institute: Inventing Our Future" this summer and became rejuvenated with the importance of art education and the new Common Core program. This year, I began my own business in the arts JMAC, Jill McLennan Arts and Community, working independantly to beautify our surroundings and empower the youth through art making.

I have taught many preschool and early education programs emphasizing the natural development of children's creativity through lessons that relate to their daily lives. In my thesis research, I investigated The Environment as Art Classroom: teaching students global responsibility through their personal experience and surroundings. I have a special interest in Natural History and incorporate exploration of the environment and personal experience into art lessons as well.

I am interested in combining my skills as an educator, an artist and a community organizer in working at Sequoia Elementary School. I am excited to inspire students to appreciate and absorb all that the world has to offer through creative expression. I am also enthralled with the strong support system that Sequoia has, between the families, the school and the community and look forward to becoming a part of this harmony.

Thank you for your time.

Sincerely,

Jill McLennan


Commercial Certificate of Insurance



FARMERS

Agency
 Name • Mike Clauson
 & • 859 Clay St
 • Oakland, CA 94607-3907
 Address • 510-839-3276

Issue Date (MM/DD/YY) 02/08/2013

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies shown below.

St. 96 Dist. 40 Agent 387

Insured
 Name • JILL, MCLENNAN
 & • JMAC
 • 3120 CHAPMAN ST.
 Address • OAKLAND, CA 94601

Companies Providing Coverage:

- Company **A** Truck Insurance Exchange
Letter
- Company **B** Farmers Insurance Exchange
Letter
- Company **C** Mid-Century Insurance Company
Letter
- Company **D** _____
Letter

Coverages

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.

Co. Ltr.	Type of Insurance	Policy Number	Policy Effective Date (MM/DD/YY)	Policy Expiration Date (MM/DD/YY)	Policy Limits	
B	General Liability	605098716	07/01/2012	07/01/2013	General Aggregate	\$ 4,000,000
	✕ Commercial General Liability				Products-Comp/OPS Aggregate	\$ 4,000,000
	✕ - Occurrence Version				Personal & Advertising Injury	\$ 2,000,000
	Contractual - Incidental Only				Each Occurrence	\$ 2,000,000
	Owners & Contractors Prot.				Fire Damage (Any one fire)	\$ 2,000,000
					Medical Expense (Any one person)	\$ 10,000
	Automobile Liability All Owned Commercial Autos Scheduled Autos Hired Autos Non-Owned Autos Garage Liability				Combined Single Limit	\$
					Bodily Injury (Per person)	\$
					Bodily Injury (Per accident)	\$
					Property Damage	\$
					Garage Aggregate	\$
	Umbrella Liability				Limit	\$
	Workers' Compensation and Employers' Liability				Statutory	
					Each Accident	\$
					Disease - Each Employee	\$
					Disease - Policy Limit	\$

Description of Operations/Vehicles/Restrictions/Special items:
 3120 CHAPMAN ST., OAKLAND, CA 94601

Certificate Holder

Name • Oakland Unified School District
 & • Attn: Contracts Administrator
 • 900 High St.
 Address • Oakland, CA 94601

Cancellation

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS POLICY

SCHEDULE*

Name Of Person Or Organization: OAKLAND UNIFIED SCHOOL DISTRICT
ATTN: CONTRACTS ADMINISTRATOR

* Information required to complete this Schedule, if not shown on this endorsement, will be shown in the Declarations.

The following is added to Paragraph **C. Who Is An Insured** in the Businessowners Liability Coverage Form:

4. Any person or organization shown in the Schedule is also an insured, but only with respect to liability arising out of your ongoing operations or premises owned by or rented to you.

Notification of Credential Issuance

Commission on Teacher Credentialing (cctcnotification@ctc.ca.gov)

Tue 9/14/10 1:00 AM

jill_mclennan@hotmail.com

JILL MARGARET MC LENNAN:

Congratulations, the Commission on Teacher Credentialing issued you the following document on 9/13/2010

Clear Single Subject Teaching Credential

Document Number: 101230040

Issuance Date: 01/01/2011

Expiration Date: 01/01/2016

Authorized Subjects: Art

As of September 1, 2008, the Commission on Teacher Credentialing no longer prints or provides a paper copy as an official document.

The online official record of your document will be viewable to you and your potential employer directly through the Commission's website in approximately 48 hours at:

<http://www.ctc.ca.gov/teachers/employment/credentialcopy>

It is your responsibility to notify the Commission should you have a change of postal or email address at credentials@ctc.ca.gov or PO Box 944270, Sacramento, CA 94244-2700.

As a document holder authorized to work with children as part of your official duties, you are required to report every instance of child abuse known or suspected to have occurred to a child with whom you have professional contact.

You must report your observations to a Child Protective Agency immediately, or as soon as practicably possible, by telephone and send a written report to the Child Protective Agency within 36 hours after you become aware of the abuse of a child.

Your failure to report instances of child abuse known or reasonably suspected to you is a misdemeanor, punishable by up to six months in jail and/or by a fine of \$1,000.00.

Reference: Education Code Section 44320(d); Title 5, California Code of Regulations, Sections 80028, 80487, and 80001; California Penal Code Section 11166.5.

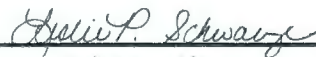
DO NOT REPLY TO THIS MESSAGE. All replies are automatically deleted.

STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING


*By virtue of the authority vested in the Commission on Teacher Credentialing
by the sovereign State of California and in recognition of
full preparation for service in California public schools*

Jill Margaret McLennan
is hereby awarded a

Professional Clear Single Subject Teaching Credential
*together with all the rights, privileges, and honors appertaining thereto on this
twenty-third day of December, in the year two thousand five*



Leslie Peterson Schwarze
Chair, Commission on Teacher Credentialing



Arnold Schwarzenegger
Governor, State of California



Dale A. Janssen
Interim Executive Director, Commission on Teacher Credentialing

Search Results

Current Search Terms: Jill* mclennan*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.794.20130318-2349

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013

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) katia.hazen@ousd.k12.ca.us

Contractor Information

Contractor Name	Jill McLennan	Agency's Contact	Katia Hazen				
OUSD Vendor ID #	1005955	Title	Principal				
Street Address	3120 Chapman St.	City	Oakland	State	CA	Zip	94601
Telephone	(510) 290-8191	Email (required)	jmclennanarts@gmail.com				
Contractor History	Previously been an OUSD contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	03/01/2013	Date work will end	06/13/2013	Other Expenses	\$
Pay Rate Per Hour (required)	\$ 40.00	Number of Hours (required)	167.50		

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
9011	Donations PTA	1511160101	5825	\$ 6,700.00
			5825	\$
			5825	\$
Requisition No. (required)	R0314992		Total Contract Amount	\$ 6,700.00

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.	Administrator / Manager (Originator)	Name	Katia Hazen		Phone	(510) 531-6696	
	Site / Department	151 Sequoia Elementary			Fax	(510) 531-6611	
	Signature	<i>Katia Hazen</i>			Date Approved	9-10-13	
2.	Resource Manager, if using funds managed by: <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				Date Approved		
3.	Regional Executive Officer						
	<input checked="" type="checkbox"/> Services described in the scope of work align with needs of department or school site						
	<input checked="" type="checkbox"/> Consultant is qualified to provide services described in the scope of work						
Signature	<i>Sarah J.</i>			Date Approved	4/23/13		
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations						Consultant Aggregate Under <input type="checkbox"/> , Over <input type="checkbox"/> \$50,000
	Signature	<i>Maria Santos</i>			Date Approved	5-1-13	
5.	Superintendent, Board of Education Signature on the legal contract						
Legal Required if not using standard contract		Approved		Denied - Reason		Date	
Procurement	Date Received			PO Number	P1369103		

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