

Board Office Use: Legislative File Info.	
File ID Number	14-2061
Introduction Date	11-5-14
Enactment Number	14-1872
Enactment Date	11/5/14 <i>AW</i>



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by Procurement) Nov. 5, 2014

Subject Professional Services Contract - Luna Kids Dance
- 125- New Highland Academy (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and Luna Kids Dance. Services to be primarily provided to 125- New Highland Academy for the period of 09/02/2014 through 06/30/2015.

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

Professional development activities build strong relationships between teachers and dance teaching artists to support the dance learning of all children, as well as strengthen instructional methods, connections between literacy and dance, cross-curricular learning and more. PD is a key component of this scope and teacher participating is an expected condition. Activities for 2014-15 includes:

Discussion
One paragraph summary of the scope of work.

Luna Dance Institute will provide weekly dance instruction with side-by-side professional development for classroom teachers who have completed concentrated professional development with Luna, as well as the two fifth grades. Six teachers (Anderson, Blossom, Davis, Ward and two fifth grade teachers) will receive weekly classes for 30 weeks, along with additional support for 5th grade performances, assemblies and field trips as appropriate. Side-by-side professional development includes teaching, modeling, and coaching through the artist/teacher partnership. The standards-based, creative dance curricula is aligned with Common Core and will be tied to arts, literacy and community-building goals for the school.

Recommendation Ratification of professional services contract between Oakland Unified School District and Luna Kids Dance. Services to be primarily provided to 125- New Highland Academy for the period of 09/02/2014 through 06/30/2015.

Fiscal Impact Funding resource name (please spell out) MEASURE G ART
not to exceed 17,861.00

Attachments

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

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2014-2015

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

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 09/02/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$ 84,100, whichever is later. The work shall be completed no later than 06/30/2015.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Seventeen Thousand Eight hundred sixty-one Dollars (17,861.00) [per fiscal year], at an hourly billing rate not to exceed \$ 50.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: _____.

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

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

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* _____, which shall not exceed a total cost of _____.
- CONTRACTOR Qualifications / Performance of Services:**
CONTRACTOR Qualifications: CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.
Standard of Care: CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: Lorena Reyes
Site /Dept.: 125- New Highland Academy
Address: 8521 A St.
Oakland CA 94621
Phone: 510-729-7723
Email: lorena.reyes-nha@ousd.k12.ca.us

CONTRACTOR:

Name: Nancy Ng
Title: Director Community Development
Address: 605 Addison St.
Berkeley CA 94710
Phone: 510-428-1155
Email: nng@lunadanceinstitute.org

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

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

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

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

Check one of the boxes below:

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

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

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

- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

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

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

11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
 14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
 15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
 16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
 17. **Termination:** OUSD may at any time terminate this Agreement upon 30 days prior written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
 18. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.
- In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
 20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
 21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
 22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

Professional Services Contract

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

- 23. Conflict of Interest: CONTRACTOR shall abide by and be subject to all applicable, 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 without the prior approval of OUSD Human Resources.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 et seq. and section 87100 et seq. of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (https://www.sam.gov/).
- 25. Litigation: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.
- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. Signature Authority: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 31. W-9 Form: If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
- Superintendent
- Chief or Deputy Chief

Secretary, Board of Education

CONTRACTOR

Contractor Signature

Nancy Ng

Director Community Development

Print Name, Title

Luna Kids Dance Inc.
d/b/a Luna Dance
Institute

Form approved by OUSD General Counsel for 2014-15 FY

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By: [Signature]

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.

Professional development activities build strong relationships between teachers and dance teaching artists to support the dance learning of all children, as well as strengthen instructional methods, connections between literacy and dance, cross-curricular learning and more. PD is a key component of this scope and teacher participating is an expected condition. Activities for 2014-15 includes:

Ongoing communication between participating teachers and Luna staff; side-by-side professional development during model class times.

Specific curriculum design meeting and coaching with NHA staff to align teachers with state standards and OUSD blueprints.

Professional Learning Communities of Dance-Facilitated beginning, middle and end of year opportunities with entire faculty to deepen theoretical understanding of dance, address issues of practice, and assess progress. To Be Scheduled.

All NHA staff may take any concentrated Professional Learning activity at Luna with no cost.

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

- | | |
|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Create equitable opportunities for learning | <input checked="" type="checkbox"/> Accountable for quality |
| <input checked="" type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

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

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Luna Dance Institute will provide weekly dance instruction with side-by-side professional development for classroom teachers who have completed concentrated professional development with Luna, as well as the two fifth grades. Six teachers (Anderson, Blossom, Davis, Ward and two fifth grade teachers) will receive weekly classes for 30 weeks, along with additional support for 5th grade performances, assemblies and field trips as appropriate. Side-by-side professional development includes teaching, modeling, and coaching through the artist/teacher partnership. The standards-based, creative dance curricula is aligned with Common Core and will be tied to arts, literacy and community-building goals for the school.

LUNA DANCE INSTITUTE

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NEW HIGHLAND ACADEMY SCOPE OF WORK 2014-15

Luna Dance Institute will provide the following services to New Highland Academy during 2014-15:

Dance Instruction/Model Classes

Luna Dance Institute will provide weekly dance instruction with side-by-side professional development for classroom teachers who have completed concentrated professional development with Luna, as well as the two fifth grades. Six teachers (Anderson, Blossom, Davis, Ward and two fifth grade teachers) will receive weekly classes for 30 weeks, along with additional support for 5th grade performances, assemblies and field trips as appropriate. Side-by-side professional development includes teaching, modeling, and coaching through the artist/teacher partnership. The standards-based, creative dance curricula is aligned with Common Core and will be tied to arts, literacy and community-building goals for the school.

Professional Development Dance (PD)

Professional development activities build strong relationships between teachers and dance teaching artists to support the dance learning of all children, as well as strengthen instructional methods, connections between literacy and dance, cross-curricular learning and more. PD is a key component of this scope and teacher participation is an expected condition. Activities for 2014-15 include:

- Ongoing communication between participating teachers and Luna staff; side-by-side professional development during model class times.
- Specific curriculum design meetings and coaching with NHA staff to align teaching with state standards and OUSD blueprint.
- Professional Learning Communities of Dance—Facilitated beginning, middle and end of year opportunities with entire faculty to deepen theoretical understanding of dance, address issues of practice, and assess progress. To Be Scheduled.
- **All NHA staff** may take any concentrated Professional Learning activity at Luna with no cost.

Parent & Community Involvement

Luna staff will facilitate/coordinate/broker dance relationships between NHA and the greater Oakland and dance communities. This may include performance assemblies by High School, Community or Professional Dance companies, field trips or dance shares between and among OUSD school groups, as well as family dance events, participation in Arts Expo and other community activities.

Fees:

Total for 2014-15 project:	\$27,861*
OUSD Arts Anchor School Contribution	\$17,861
Funds from contributed grants provided by Luna	\$10,000

New Highland Payment Schedule: 15% retainer upon contract signing; 25% payments billed quarterly (Fall, Winter, Spring); 10% final payment June 1, 2015.

**To continue NHA as a model program, revealing the progression of standards-based dance K-5, it would be ideal to have all classroom teachers participate. Luna is willing to serve additional NHA teachers with an amended contract of \$4600 per classroom plus agreed participation in professional development. Fees include all coordination, curriculum design, implementation, documentation and assessment. Not included: stipends to NHA teachers to attend Luna PD activities, CEU credit fees, nor sub release time.*



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mission

The mission of Luna Dance Institute is to bring creativity, equity and community to every child's life through the art of dance. Luna uses active inquiry to deepen the learning experience of children and adults to improve teaching practice and to build high quality arts programs. As we bring dance to all children, we develop future choreographers, leaders and visionaries

founder

Patricia Reedy, Director of Teaching and Learning

directors

Nancy Ng, Director of Community Engagement
Patricia Reedy, Director of Teaching and Learning

faculty

Cherie Hill, Communications Manager & Teaching Artist
Jochelle Pereña, Program Manager & Teaching Artist
Deborah Karp, MPACT Coordinator & Teaching Artist
Katherine McGinity, Fundraising Associate and Teaching Artist
Briana Dickinson, Public Relations Associate and Teaching Artist
Luna Dance Institute directors and staff teach and administer all programs

contact

lunadanceinstitute.org
605 Addison St., Berkeley, CA 94710-1972
510-883-1118
Nancy Ng
nng@lunadanceinstitute.org

date established

March 8, 1992

List reflects former and current clients and partnerships.

School, Districts and Colleges

Albany Unified School District
Berkeley Unified School District
California Department of Education
Del Norte County District
Los Angeles Unified School District
Marin City Sausalito Unified School District
Mills College (Dance and Education Depts.)
Oakland Unified School District
Piedmont Unified School District
San Francisco Unified School District
San Francisco State University Dance Dept.
Santa Cruz County Arts Alliance

Early Childhood

Alice Street Learning Center
Arroyo Viejo Child Development Center (CDC)
Berkeley Y Headstart Centers
Brookfield CDC
California Department of Education Preschool Learning Foundations
Chabot Community College
City of Oakland Early Headstart
De Colores Headstart
First Five Alameda County
Kidango, Alameda County
Las Positas Community College
Lotus Bloom
Marcus Foster Education Fund
Merritt College
OUSD Early Education Department (17 child development centers)
Siskiyou College ECE Summit
St. Vincent's Day Home
Tilden Elementary (preK-3rd grade)

Performing Arts Companies and Organizations

AXIS Dance Company, Oakland, CA
Canyon Dance Company, Flagstaff, Arizona
California Dance Education Association
Dance IS Festival
Dancers' Group
National Dance Education Organization
Opera Piccola
San Francisco Ballet
VSAart/Kennedy Center

Social Service Agency Partnerships and Clients

Asian Women's Shelter, San Francisco

Publications

Body, Mind and Spirit IN ACTION: a teacher's guide to creative dance, ©2003
Bi-monthly article "In Dance Journal", 2007- present

Research

International Journal of Education and The Arts, 2014 <http://www.ijea.org/v15n1/v15n1.pdf>

Competitive Grants Received over last 5 years

Alameda County Arts Council
Alameda County First Five Every Child Counts
Banks Family Foundation
Berkeley Civic Arts Commission
California Arts Council
Capezio Foundation
Clif Bar Family Foundation
Crescent Porter Hale Foundation
Dizzy Feet Foundation
East Bay Community Foundation
Walter & Elise Haas Foundation
Clarence E. Heller Foundation
William & Flora Hewlett Foundation
Thomas J. Long Foundation
Marin Community Foundation
National Endowment for the Arts
National Guild for Community Arts Education
Oakland Fund for the Arts
Morris Stulsaft Foundation
TRIO Foundation
Wells Fargo Foundation

degrees, education

Luna faculty share degrees as follows:

MFA dance (performance & choreography), Mills College (3), University of Colorado (1),
New York University (1)

MA dance (history & culture), Mills College (1)

MA Education, Child Development & Creativity, Mills College (1)

Certifications in Laban Movement Analysis, California State Teaching Credential, California
State ECE (1), Tamalpa Institute (1)

All have earned Luna certification and are applying to the national RDE (Registered Dance
Education) certification in alignment with Luna's certification



CERTIFICATE OF LIABILITY INSURANCE

OP ID: MF

DATE (MM/DD/YYYY)

09/04/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BPIA Business Professional Insurance Associates 1519 South B Street San Mateo, CA 94402 Debbie Upland		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: LUNAK-1		FAX (A/C, No):	
INSURED Luna Dance Institute 605 Addison Street Berkeley, CA 94710		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A : New York Marine & Gen. Ins. Co			
		INSURER B :			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

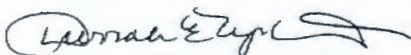
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC201400005994	06/01/2014	06/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Proof of Insurance

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District ATTN: Risk Management 900 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Entity Dashboard

LUNA KIDS DANCE INC
DUNS: 795217091 CAGE Code: 4CHC4
Status: Active

605 ADDISON STREET
BERKELEY, CA, 94710,
UNITED STATES

- › [Entity Overview](#)
- › [Entity Record](#)
- › [Core Data](#)
- › [Assertions](#)
- › [Reps & Certs](#)
- › [POCs](#)
- › [Reports](#)
- › [Service Contract Report](#)
- › [BioPreferred Report](#)
- › [Exclusions](#)
- › [Active Exclusions](#)
- › [Inactive Exclusions](#)

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Entity Overview

Entity Information

Name: LUNA KIDS DANCE INC
Doing Business As: LUNA DANCE INSTITUTE
Business Type: Business or Organization
POC Name: nancy ng
Registration Status: Active
Activation Date: 05/29/2014
Expiration Date: 05/29/2015

Exclusions

Active Exclusion Records? No



PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2014-2015



Basic Directions

Additional directions and related documents are in the Knowledge Center on the Intranet and Contracts Online 2.0 Tool

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	<input type="checkbox"/> For All Consultants: Authorization to Work, which indicates vendor has cleared the registration and background check
	<input type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.sam.gov/)
	<input type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).

OUUSD Staff Contact Emails about this contract should be sent to: (required) lorena.reyes-nha@ousd.k12.ca.us

Contractor Information

Contractor Name	Luna Kids Dance	Agency's Contact	Nancy Ng
OUUSD Vendor ID #	I023848	Title	Director Community Development
Street Address	605 Addrion St.	City	Berkeley
		State	CA
		Zip	94710
Telephone	510-428-1155	Email (required)	nng@lunadanceinstitute.org
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	09/02/2014	Date work will end	06/30/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 50.00	Number of Hours (required)	360		

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
0089	Measure G Art	1251118199	5825	\$ 17,861.00
			5825	
			5825	
Requisition No. (required) R0151415			Total Contract Amount \$ 17,861.00	

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.sam.gov/>)

1.	Administrator / Manager (Originator)	Name	Lorena Reyes	Phone	510-729-7723
	Site/Department (Name & #)	125- New Highland Academy		Fax	510-729-7725
	Signature			Date Approved	9/17/14
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"/> Risk				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature			Date Approved	9/19/2014
	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
4.	<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			Date Approved	9/25/14
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved		Denied - Reason	
Procurement	Date Received			PO Number	P1500077