

Board Office Use: Legislative File Info.	
File ID Number	15-0256
Introduction Date	3-11-15
Enactment Number	15-0256
Enactment Date	3/11/15 <i>ojs</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) 3/11/15

Subject Professional Services Contract Amendment No. 2 -
Reuben Roberts
922/Community Schools and Student Services Department (site/department)

Action Requested Ratification by the Board of Education of Amendment No. 2 to the Professional Services Contract between Oakland Unified School District and Reuben Roberts. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of 8/25/2014 through 6/30/2015.

Background
A one paragraph explanation of why an amendment is needed.
 The Oakland Fund for Children and Youth (OFCY) Grant, provided by the City of Oakland, funds the District to implement a peer restorative justice program for eight participating OUSD middle schools- Bret Harte, Claremont, Edna Brewer, Elmhurst Community Prep, Frick, James Madison, Montera, and Westlake Middle Schools. The OUSD Peer RJ program supports the District's goal of reducing racially disproportionate discipline (DMC) by building community and resolving conflicts between students which may otherwise result in fights and subsequent suspensions. Restorative Justice has efficacy as an alternative to suspension and is a key component of the District's comprehensive violence prevention plan for middle schools. Specific grant activities include hiring Peer RJ Coordinators to train and coach students to use communication and problem-solving skills to assist their peers in managing and resolving interpersonal conflict.

Discussion
One paragraph summary of the amended scope of work.
 Ratification by the Board of Education of Amendment No. 2 of the Professional Services Contract between the District and Reuben Roberts, Oakland, CA, to provide an additional 315 hours of service as the Peer Restorative Justice Coordinator at Frick Middle School, a Voluntary Resolution Plan (VRP) cohort school, under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators to recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of August 25, 2014 through June 30, 2015, in the amount of \$9,450.00, increasing the agreement from \$23,400.00, to an amount not to exceed \$32,850.00.

Recommendation Ratification by the Board of Education of Amendment No. 2 to the Professional Services Contract between Oakland Unified School District and Reuben Roberts. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of 8/25/2014 through 6/30/2015.

Fiscal Impact Funding resource name (please spell out) PEER RESTORATIVE JUSTICE
not to exceed \$ 9,450.00

Attachments

- Contract Amendment
- Copy of original contract and any prior amendments

Board Office Use: Legislative File Info.	
File ID Number	15-0256
Introduction Date	3-11-15
Enactment Number	15-0315
Enactment Date	3/11/15 <i>OR</i>



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

AMENDMENT NO. 2 TO PROFESSIONAL SERVICES CONTRACT

This Amendment is entered into between the Oakland Unified School District (OUSD) and
Reuben Roberts
(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 8/25/2014,
and the parties agree to amend that Agreement as follows:

1.	Services:	<input type="checkbox"/> The scope of work is <u>unchanged</u> .	<input checked="" type="checkbox"/> The scope of work has <u>changed</u> .
If the scope of work has changed: Provide brief description of revised scope of work including measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary.			
<input checked="" type="checkbox"/> <u>Revised scope of work attached.</u> OR <input type="checkbox"/> The CONTRACTOR agrees to provide the following amended services:			

2.	Terms (duration):	<input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> .	<input type="checkbox"/> The term of the contract has <u>changed</u> .
If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is <u>6/30/2015</u> .			

3.	Compensation:	<input checked="" type="checkbox"/> The contract price is <u>unchanged</u> .	<input type="checkbox"/> The contract price has <u>changed</u> .
If the compensation has changed: The contract price is amended by			
<input checked="" type="checkbox"/> Increase of \$ <u>9,450.00</u> to original contract amount			
<input type="checkbox"/> Decrease of \$ _____ to original contract amount			
and the new contract total is <u>Thirty Two Thousand Eight Hundred Fifty</u> dollars (\$ <u>32,850.00</u>)			

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)
1	1/15/2015	To support barriers to learning due to conflict and connect to RJ services	\$ 9,000.00
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Board of Education and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

- President, Board of Education
 Superintendent
 Chief or Deputy Chief

[Signature]
Secretary, Board of Education

2/9/15
Date

3/12/15
Date

CONTRACTOR

[Signature]
Contractor Signature

Reuben Roberts, RJ
Print Name, Title Coordinator

1/26
Date

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.

The Consultant will provide direct on-site services for a VRP cohort school peer RJ program by collaborating with site staff to identify and recruit 5-10 peer RJ youth leaders (11-14 years old) that reflect the racial, ethnic, and academic diversity of the school. The Consultant will organize, create, and design training materials that teach conflict resolution, effective communication, problem solving, and restorative practices, and expect to share them with other Peer RJ coordinators. Peer RJ leaders will work in pairs to help peers involved in a dispute to resolve their differences and repair their relationship. The Consultant will coach the peer RJ leaders to conduct an average of 20-35 restorative circles to respond to harm or conflict and support the school site in creating a safe, healthy and supportive school environment.

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.

- The Consultant will provide support to 40-70 youth who are experiencing barriers to learning due to conflict and connect them to restorative justice services. In previous years, almost 100% of these students have graduated from high school. The Peer RJ program augments other efforts within OUSD to reduce truancy and foster academic achievement.
- 5-10 Youth RJ Leaders in the program will learn how to: be a peer leader, practice effective communication skills, express personal feelings and needs, listen without taking sides, problem-solve, improve school climate, and gain experience in civic participation within their school community. These efforts support students in the program to be prepared for success in college and future careers.
- Restorative Justice and Conflict Resolution education is part of the District's overall violence prevention strategy. This program will increase the feeling of safety and support in participating schools and aid in raising attendance and graduation rates.

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

- | | |
|---|---|
| <input type="checkbox"/> Ensure a high quality instructional core | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input 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.
 - a. 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.
 - b. Meeting announcement for meeting in which the CSSSP modification was approved.
 - c. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 - d. Sign-in sheet for meeting in which the CSSSP modification was approved.

Reuben Roberts

1925 7th Avenue Apt 4
Oakland, CA 94606
C: 510.504.8904
rjr5194@yahoo.com

Objective: Providing support for youth and families on a community based level, through social emotional learning, academic support, and recreational activities.

PROFESSIONAL EXPERIENCE

Oakland Unified School District/Frick Middle School, Oakland, CA August 2012 to Present
(Restorative Justice Coordinator & Conflict Peer Mediation Manager)

- To assist in changing the disproportion of African American students facing expulsion and suspension as a part of the African American Male Achievement Initiative.
- Resolving conflicts through use of the Restorative Circle Process, which is an indigenous practice of coming together in the form of a circle to uphold each participant accountable for their actions in front of the community.
- Training students to take lead in a position of empowerment to encourage their peers to be above the influence through use of Peer Mediation and Restorative Justice.
- Implementing the Social Emotional Learning (SEL) model towards gearing the shift in school climate and culture; Relationship Building Skills, Self-Awareness, Self-Management, Social-Awareness, and Responsible Decision Making.
- Increasing safety and support in participating schools, aiding in raising attendance and graduation rates.

New York Sports Club, White Plains, NY July 2011 to June 2012 *(Personal Trainer)*

- Specialized in Basketball Skills and Conditioning, Circuit Training, Core Exercise, Kettle Bells, Plyometrics, and Corrective Postural Exercise geared towards providing sustainable healthy living habits for all members
- Organized individual meetings for physical assessments and convenient workout regimens to follow on a weekly basis
- Formed great relationships with members to provide all necessary resources and information.
- Maintained the keep-up and cleanliness of the recreational facility while providing ample services for all clients and gym members

Brothers on the Rise, Edna Brewer Middle School, Oakland, CA March 2010 to June 2011
(Program Specialist, Educational/Behavioral Counselor, Summer Camp Lead Counselor, After School Group Counselor)

- Coordinated monthly speaker series events bringing in diverse groups of professionals to talk to youth
- Organized programs geared towards uplifting students behavior and educational success
- Facilitated therapeutic group sessions for the development of youth leadership
- Participated in mandatory weekly meetings with principal and social work staff regarding supervision and awareness of students
- Maintained accurate and detailed records of students' progress in the classroom and at home

- Managed after school program by creating activities to develop teamwork sportsmanship and respect for students and their peers

The Abbott House, Bronx, New York January, 2009 – December 2009 (*Residential Counselor*)

- Supervised residents to ensure a safe living environment.
- Interviewed and trained youth counselors to run the Abbott House program.
- Coordinated residential programs: group guidance intervention, group counseling, anger management, cultural events, recreational activities, and study sessions.
- Community outreach and activities, field trips, creating budgets for bank accounts, shopping and money management training.
- Participated in mandatory monthly meetings with agency staff regarding supervision and awareness for residents.
- Member of Case Planning Review Committee for residents.
- Counseled and mediated all levels of situations between staff and residents.

The Jubilee Center, Hoboken, NJ January 2008 to December 2008
(*Youth Counselor*)

- Planned, coordinated, and monitored group activities for youth ages 7 to 13
- Assisted with basic counseling and caring for children
- Assumed duties throughout community for families and children

Children's Village, Dobbs Ferry, NY August 2006 to October 2007 (*Socio-therapist/Educational Counselor*)

- Provided daily supervision for at-risk teens ages 14 to 17
- Used therapeutic intervention to assist residents with their daily issues
- Enforced daily responsibilities and supervised teens with their personal hygiene
- Maintained accurate and detailed records of daily activities as mandated by New York State
- Coordinated off-site educational trips and drove company vehicles

EDUCATIONAL BACKGROUND

Ramapo College of New Jersey, Mahwah, NJ
Bachelor of Science Degree, Major: Sociology
Concentration: Community Development
 Graduated May 2006

Relevant Coursework:

Social Race Relations	Gender, Work, and Family
Criminology	Social Movements
Social Research w/Computers	Social Statistics w/Computers
Sociology of Community	Fieldwork (Juvenile – At Risk Youth)

CERTIFICATION

- AFAA (Aerobics and Fitness Association of America) Group Fitness Instructor
- CPR (Cardiopulmonary Resuscitation) Certified
- TCI (Therapeutic Crisis Intervention) Certified
- CPS (Administration for Children's Protective Services) Mandated Reporter for State of California



CERTIFICATE OF LIABILITY INSURANCE

REUBROB-01 GHERMAN

DATE (MM/DD/YYYY)
8/11/2014

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 Irene C. Herman Ins. Services 422 Presidio Ave San Francisco, CA 94115	CONTACT NAME: PHONE (A/C No. Ext): (415) 447-4212 FAX (A/C No.): (415) 447-4181 E-MAIL ADDRESS:													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Travelers Insurance Co.</td> <td>25658</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Insurance Co.	25658	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
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INSURER E:														
INSURER F:														
INSURED Reuben Roberts 18115 E. 14th St. San Leandro, CA 94578														

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.

INSTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	6802C881259	08/29/2014	08/29/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6802C881259	08/29/2014	08/29/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Oakland Unified School District as additional insured as respects the general liability of the insured.

Location: Oakland Unified School District, Attn: Risk Management, 900 High Street, Oakland, CA 94601

CERTIFICATE HOLDER Oakland Unified School District Att: Risk Management 900 High St. Oakland, CA 94601	CANCELLATION 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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AMENDMENT ROUTING FORM 2014-2015

PROFESSIONAL SERVICES CONTRACT AMENDMENT NO. 2



Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work must change. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

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 additional work is being done by this consultant.)
 - Board approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (required) diane.warren@ousd.k12.ca.us

Contractor Information

Contractor Name	Reuben Roberts	Agency's Contact	Reuben Roberts				
OUSD Vendor ID #	1005767	Title	Consultant				
Street Address	1925 7th Avenue Apt. 4	City	Oakland	State	CA	Zip	94606
Telephone	759-2427	Email (required)	rjr5194@yahoo.com				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 23,400.00	Original PO #	P1501559	New Requisition #	R0153113
Amended Amount	\$ 9,450.00	Start Date	8/25/2014	End Date	6/30/2015
New Total Contract Amount	\$ 32,850.00	Pay Rate Per Hour	\$ 30.00	# of Hours	315

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
9121	PEER	9221231301	5825	\$ 9,450.00
	RESTORATIVE		5825	
	JUSTICE		5825	

Approval and Routing (in order of approval steps)

Additional services above original contract cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	Administrator / Manager (Originator)	Name	Barbara McClung	Phone	273-1539
	Site/Department (Name & #)	CSSS/Behavioral Health 922	Fax	273-1501	
	Signature	<i>[Signature]</i>		Date Approved	1-27-15
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools and Student Services				
	<input checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)				
	Signature	<i>[Signature]</i>		Date Approved	1-27-15
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network Superintendent/Deputy Network Superintendent				
	Signature	<i>[Signature]</i>		Date Approved	1/28/15
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$84,100				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site				
	<input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>[Signature]</i>		Date Approved	2/9/15
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	P1501559

Board Office Use: Legislative File Info.	
File ID Number	14-2430
Introduction Date	1-15-14
Enactment Number	15-0091
Enactment Date	1/17/15



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) 1/14/15
Subject Professional Services Contract Amendment No. 1 -
Reuben Roberts
922/Community Schools and Student Services Department (site/department)

Action Requested Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Reuben Roberts. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of 8/25/2014 through 6/30/2015.

Background
A one paragraph explanation of why an amendment is needed.
 The Oakland Fund for Children and Youth (OFCY) Grant, provided by the City of Oakland, funds the District to implement a peer restorative justice program for eight participating OUSD middle schools- Bret Harte, Claremont, Edna Brewer, Elmhurst Community Prep, Frick, James Madison, Montera, and Westlake Middle Schools. The OUSD Peer RJ program supports the District's goal of reducing racially disproportionate discipline (DMC) by building community and resolving conflicts between students which may otherwise result in fights and subsequent suspensions. Restorative Justice has efficacy as an alternative to suspension and is a key component of the District's comprehensive violence prevention plan for middle schools. Specific grant activities include hiring Peer RJ Coordinators to train and coach students to use communication and problem-solving skills to assist their peers in managing and resolving interpersonal conflict.

Discussion
One paragraph summary of the amended scope of work.
 Ratification by the Board of Education of Amendment No. 1 of the Professional Services Contract between the District and Reuben Roberts, Oakland, CA, to provide an additional 300 hours of service as an OUSD Peer Restorative Justice Coordinator at Elmhurst Community Prep under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators to recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of August 25, 2014 through June 30, 2015, in the amount of \$9,000.00, increasing the Contract from \$14,400.00 to a not to exceed amount of \$23,400.00. All terms and conditions remain in full force and effect.

Recommendation Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Reuben Roberts. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of 8/25/2014 through 6/30/2015.

Fiscal Impact Funding resource name (please spell out) PEER RESTORATIVE JUSTICE
not to exceed \$ 23,400.00

- Attachments**
- Contract Amendment
 - Copy of original contract and any prior amendments

Board Office Use: Legislative File Info.	
File ID Number	14-2430
Introduction Date	1-15-14
Enactment Number	15-2091
Enactment Date	1/14/15



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

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

This Amendment is entered into between the Oakland Unified School District (OUSD) and Reuben Roberts
(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 8/25/2014, 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 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:

2. **Terms (duration):** The term of the contract is unchanged. The term of the contract has changed.
If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is 6/30/2015.

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 \$ 9,000.00 to original contract amount
 Decrease of \$ _____ to original contract amount
and the new contract total is Twenty Three Thousand Four Hundred dollars (\$ 23,400.00)

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 Board of Education and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

[Signature] 12/3/14
 President, Board of Education Date
 Superintendent
 Chief or Deputy Chief
[Signature] 1/15/15
Secretary, Board of Education Date

CONTRACTOR

[Signature] 1/15
Contractor Signature Date
Reuben Robert, RJ Consultant
Print Name, Title

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.

The Consultant will provide direct on-site services for the Elmhurst Community Prep Middle School peer RJ program by collaborating with site staff to identify and recruit 5-10 peer RJ youth leaders(11-14 years old) that reflect the racial, ethnic, and academic diversity of the school. The Consultant will organize, create, and design training materials that teach conflict resolution, effective communication, problem solving, and restorative practices, and expect to share them with other Peer RJ coordinators. Peer RJ leaders will work in pairs to help peers involved in a dispute to resolve their differences and repair their relationship. The Consultant will coach the peer RJ leaders to conduct an average of 20-35 restorative circles to respond to harm or conflict and support the school site in creating a safe, healthy and supportive school environment.

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.

- The Consultant will provide support to 40-70 youth who are experiencing barriers to learning due to conflict and connect them to restorative justice services. In previous years, almost 100% of these students have graduated from high school. The Peer RJ program augments other efforts within OUSD to reduce truancy and foster academic achievement.
- 5-10 Youth RJ Leaders in the program will learn how to: be a peer leader, practice effective communication skills, express personal feelings and needs, listen without taking sides, problem-solve, improve school climate, and gain experience in civic participation within their school community. These efforts support students in the program to be prepared for success in college and future careers.
- Restorative Justice and Conflict Resolution education is part of the District's overall violence prevention strategy. This program will increase the feeling of safety and support in participating schools and aid in raising attendance and graduation rates.

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

- | | |
|---|---|
| <input type="checkbox"/> Ensure a high quality instructional core | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input checked="" type="checkbox"/> Develop social, emotional and physical health | <input checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input 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.
- a. 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.
 - b. Meeting announcement for meeting in which the CSSSP modification was approved.
 - c. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
 - d. Sign-in sheet for meeting in which the CSSSP modification was approved.



REUBROB-01 GHERMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/11/2014

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 Irene C. Herman Ins. Services 422 Presidio Ave San Francisco, CA 94115	CONTACT NAME: PHONE (A/C, No, Ext): (415) 447-4212 FAX (A/C, No): (415) 447-4181 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Travelers Insurance Co. 25658 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Reuben Roberts 18115 E. 14th St. San Leandro, CA 94578	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		X	6802C881259	08/29/2014	08/29/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6802C881259	08/29/2014	08/29/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
	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			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Oakland Unified School District as additional insured as respects the general liability of the insured.

Location: Oakland Unified School District, Attn: Risk Management, 900 High Street, Oakland, CA 94601

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District
 Att: Risk Management
 900 High St.
 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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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Oakland Unified School District

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

SAM Search Results
List of records matching your search for :

Search Term : Reuben* Roberts*
Record Status: Active

No Search Results

AMENDMENT ROUTING FORM 2014-2015

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1



Directions

Services beyond the original contract cannot be provided until the amendment has been fully approved and the Purchase Order has been increased by Procurement.

- Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work must change. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

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 additional work is being done by this consultant.)
 - Board approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (required) diane.warren@ousd.k12.ca.us

Contractor Information

Contractor Name	Reuben Roberts	Agency's Contact	Reuben Roberts				
OUSD Vendor ID #	1005767	Title	Consultant				
Street Address	1925 7th Avenue Apt. 4	City	Oakland	State	CA	Zip	94606
Telephone	759-2427	Email (required)	rjr5194@yahoo.com				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 14,400.00	Original PO #	P1501559	New Requisition #	R0151964
Amended Amount	\$ 9,000.00	Start Date	8/25/2014	End Date	6/30/2015
New Total Contract Amount	\$ 23,400.00	Pay Rate Per Hour	\$ 30.00	# of Hours	300

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
9121	PEER	9221231301	5825	\$ 9,000.00
	RESTORATIVE		5825	
	JUSTICE		5825	

Approval and Routing (in order of approval steps)

Additional services above original contract cannot be provided before the amendment is fully approved and the Purchase Order amount has been increased by Procurement.

1.	Administrator / Manager (Originator)	Name	Barbara McClung	Phone	273-1539	
	Site/Department (Name & #)	CSSS/Behavioral Health 922			Fax	273-1501
	Signature				Date Approved	11/10/14
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools and Student Services					
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CS SSP)					
	Signature				Date Approved	
3.	Network Superintendent/Deputy Network Superintendent					
	Signature				Date Approved	11/14/14
	Chiefs / Deputy Chiefs Consultant Aggregate <input type="checkbox"/> Under <input checked="" 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	12/3/14
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	P1501559		