

| Board Office Use: Legislative File Info. |            |
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| File ID Number:                          | 14-0731    |
| Introduction Date:                       | 05/14/2014 |
| Enactment Number:                        |            |
| Enactment Date:                          |            |



# Memo

**To:** Board of Education

**From:** GARY YEE, EdD, ACTING SUPERINTENDENT; By: GARY YEE, Deputy Superintendent

**Board Meeting Date:** 05/14/2014

**Subject:** Professional Service Contract

**Contractor:** Bay Area Education Consulting of Martinez, CA

**Services for:** 309-BUNCHE CONTINUATION SCHOOL

**Board Action Requested and Recommendation:** Ratification by the Board of Education of a Professional Services Contract between the District and Bay Area Education Consulting, Martinez, CA, for the latter to provide: 64 hours of ongoing School Improvement support by coordinating and supporting the School Quality Review process; facilitate Professional Development and PLC (Professional Learning Community) in Academic Literacy and PBL (Project Based Learning) instructional strategies; and facilitate curriculum and instructional alignment to support Core Curriculum Standards. for the period of 04/15/2014 through 06/30/2014 in an amount not to exceed \$4,000.00.

**Background:**  
(A one paragraph explanation of why the consultant's services are needed.)

We are committed to the continuous improvement of the Ralph J. Bunche High School program with focus on student achievement and executing the WASC Accreditation process. Bunche must address student needs as they have experienced a history of school failure.

**Discussion:**  
(QUANTIFY what is being purchased.)

64 hours of ongoing School Improvement support by coordinating and supporting the School Quality Review process; facilitate Professional Development and PLC (Professional Learning Community) in Academic Literacy and PBL (Project Based Learning) instructional strategies; and facilitate curriculum and instructional alignment to support Core Curriculum Standards.

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**Fiscal Impact:** Funding resources below not to exceed \$4,000.00

\$4,000.00 TARGETED INSTR IMPROVEMNT TIIG

**Attachments:** Professional Services Contract including Scope of Work  
Waiver Summary  
Resume / Statement of Qualifications  
EPLS Search Results Page  
Insurance Certification (if no Waiver was granted)

|   |            |
|---|------------|
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OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between Bay Area Education Consulting  
(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 04/15/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100.00, whichever is later. The work shall be completed no later than 06/30/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Four thousand Dollars (\$4,000.00) [per fiscal year], at an hourly billing rate not to exceed \$62.50 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: No Reimbursements.

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:* NONE, which shall not exceed a total cost of \$0.00.
- 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: BETSYE STEELE  
Site /Dept.: 309-BUNCHE CONTINUATION SCHOOL  
Address: 1240 18th Street  
Oakland, CA 94607  
Phone: 5108790173

**CONTRACTOR:**

Name: Cathy Basen  
Title: Owner  
Address: 1155-C Arnold Drive, #440  
Martinez, CA 94553  
Phone: 925-899-6510

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.) 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 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:** CONTRACTOR will adhere to the following staff requirements and 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 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.
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.epls.gov/epls/search.do>)
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. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
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.

**OAKLAND UNIFIED SCHOOL DISTRICT**

|  |            |
|--|------------|
| GARY YEE   | 04/07/2014 |
| <input type="checkbox"/> President, Board of Education         | Date       |
| <input checked="" type="checkbox"/> Superintendent or Designee |            |
| <br>_____  | <br>_____  |
| Secretary, Board of Education                                  | Date       |

**CONTRACTOR**

|                                |               |
|--------------------------------|---------------|
| Cathy Basen                    | 04/07/2014    |
| _____<br>Contractor eSignature | _____<br>Date |
| Cathy Basen, Owner             |               |
| _____                          |               |
| 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.

Contractor will foster and facilitate the on-going School Improvement process by: preparing training materials for the School Quality Review; creating time-line for this process so that the school community is prepared for the visit; facilitate the preparation of the documents and SQR report to deliver to the SQR review team; facilitate the alignment of the WASC Action Plan and Site Plan to student achievement and socio-emotional skills; conduct data-based inquiry into student achievement and realign instructional and assessment practices to close achievement gap; establish a professional staff development plan to support continued school improvement; establish effective instructional strategies that help to reduce the achievement gap; and align implementation of Common Core Standards with core academic instruction. Through Professional Staff Development, staff and school community will create an action plan to follow through on the Site Quality Review/WASC Self-Study. The PLC will effectively utilize effective instructional strategies that support closing the academic gap. Students will be better prepared for the CAHSEE, as a result, more students will graduate.

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.

Ralph J. Bunche High Schools CSSSP Site Plan acknowledges the students demonstrating below grade-level mastery of state content standards demonstrated the need for multiple strategies to accelerate students learning in ELA and Mathematics. It proposes that the school use a combination of curricular and instructional strategies as well as the development of a strategic professional development plan to train and support teachers in effective instruction. As a follow through from the 2012 WASC Self-Study and visit, this consulting work supports the on-going professional development work as identified in the CSSSP and the WASC accreditation process. The 2013-14 school-year work will include preparation for the District School Quality Review and continued professional development and teacher training with a critical focus on implementation of Common Core Standards, and effective instructional strategies that support closing the academic gap, preparing for CAHSEE and meeting the school-wide learning goals which will result in a higher graduate rate.

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 checked="" 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(s): Not Applicable  
No Restricted Funds

- 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.



***ContractsOnline: Contract Waiver Summary***

**Site Number-Name: 309-BUNCHE CONTINUATION SCHOOL**

**Principal / Department Head: BETSYE STEELE**

**Contractor Name: Cathy Basen**

**Business Name: Bay Area Education Consulting**

**Contract Type: Standard**

**Anticipated Start Date: 04/15/2014**

**Contract End Date: 06/30/2014**

**Rate Type: HOURLY**

**Contract Amount: \$4,000.00**

***Applicable Waivers***

**Approved by Risk Management**

**Insurance-Reduction Waiver Status: NA**

**Waiver-Reduction Type: \$1,000,000 Required**

**Other Reduction Amount: NA**

**Approval Date:**

**Approved by Deputy Superintendent**

**Billing Waiver Status: NA**

**Approval Date:**

**Fingerprint Waiver Status: NA**

**Approval Date:**

**TB Test Waiver Status: Approved**

**Approval Date: 04/03/2014**

## Cathy Sue Basen

300 Mill Road  
Martinez, CA 94553

Mobile/Business: (925) 899-6510, FAX: (925) 957-9744, email: cbasen@sbcglobal.net

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### Summary of Professional Qualifications

- eighteen years public school administrative leadership experience
- seven years school and instructional coaching
- ten years teaching experience
- created, operated and supervised alternative education programs for under-served students
- created curricula and instructional supports for an integrated CPA Digital Arts Academy
- developed and implemented innovative curriculums and school programs for alternative and adult schools to improve student academic achievement.
- coached school leaders to implement improvement programs through data base inquiry for improved student achievement in smaller learning communities.
- conducted successful WASC accreditation self-studies within several educational programs.

### Experience

#### **Bay Area Educational Consulting: School and Instructional Coach**

(<http://baeducationconsulting.org>)

7/2009 to present

Coach school leaders and educators to support continued school improvement and accelerate student learning. Facilitate staff in creating cross-curricular literacy strategies and creating integrated technology projects within academic courses. Conduct accreditation processes and facilitate positive school community improvement and professional learning community development. Working with Professional Learning Communities at small high schools to promote improved academic literacy as modeled through WestEd's *Quality Teaching for Every Learner* (QTEL) Program.

#### **Bay Area Coalition for Equitable Schools: School Coach**

(<http://nationalequityproject.org>)

8/2006 to 6/2009

Coached Oakland Unified School District site leaders to prepare and coordinate their school staff and community with the plans to facilitate the entire school improvement process while building the capacity of the school and leaders to implement and sustain the work on their own. Supported two high schools to implement the Impact 2012 project. This project focused on specific "focal" students to find effective instructional strategies and design to accelerate student achievement.

## **Cathy Sue Basen**

### **Experience: (continued)**

#### **Contra Costa County Office of Education: Principal of Contra Costa Adult School**

3/2001 to 6/2003      Administered and coordinated the Contra Costa Adult School and Homeless Project. Supervised the educational programs within three county detention facilities and seven homeless shelters. Maintained the adult school budget as well as three grants that supported the jail education and homeless tutoring project. Responsible for the hiring, supervision and evaluation of 30 educators and classified staff. Monitored achievement through the CASAS TOPS-Pro data management system.

#### **San Ramon Valley Unified School District: Director of Alternative Education**

7/1999 to 3/2001      Supervised the district secondary alternative education schools and programs. Evaluated and supervised alternative high school principals. Created and supervised a Community Day School. Developed and supervised the School-to-Career Programs. Coordinated the school district Safe and Drug-Free Communities and Tobacco Use Prevention categorical programs. Created and managed the operation of two State-funded grants: the Academic Volunteer Mentor Project and the School/Community Policing Project. Administered program budget.

#### **San Ramon Valley Unified School District: Director of Student Services**

11/1996 to 6/1999      Supervised the student services operations of the school district. Facilitated expulsion hearings for the school district. Coordinated the San Ramon Valley Student Attendance Review Board (SARB) hearings. Developed training programs for the development of School Safety Plans, assessing school climate and school safety. Maintained yearly legal updates for administrators on school discipline and due process legislation.

#### **San Ramon Valley Unified School District: Continuation High School Principal**

11/1993 to 6/1999      Administered the Del Amigo Continuation High School program. Developed and administered the 7<sup>th</sup> through 9<sup>th</sup> grade opportunity school program on same campus. Developed and maintained a school improvement and school-based coordinated plan representing the entire school community population. Established an intern program for students in community agencies and local businesses.

#### **Liberty Union High School District: Brentwood, CA - Assistant Principal/Vice Principal**

1985 to 1993      Assisted Principal with staff supervision and evaluation. Developed and monitored curriculum. Coordinated School Improvement Program and GATE programs. Supervised school-based categorical programs. Coordinated staff development. Monitored school testing and assessment projects. Coordinated parent and community involvement programs. Maintained school safety and discipline of students. Monitored drug prevention programs.

#### **Liberty Union High School District: Brentwood, CA - High School Teacher**

1983 to 1985      Taught World History and Cultures, Government, Junior English, and Health. Received in-service in Bay Area Writing Project and in the Project Climb or Raised clinical teaching process.

## **Cathy Sue Basen**

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### **Education**

**Master of Science (M.S.)** California State University, East Bay, CA 1986.  
Majored in educational administration and supervision.

**Bachelor of Arts (B.A.)** Ohio University, Athens, Ohio, 1969.  
Majored in history and minored in government and education.

### **Professional Development**

IHES process: Meeting management and group facilitation training (1988)

Senior Associate of the California School Leadership Academy (1988)

Participant in Association of California School Administrators (A.C.S.A)  
Curriculum Academy (1989)

Participant in *Understanding by Design*, a training to improve student achievement through redesigning curriculum, instruction, and assessment (2001)

Participant in Clinic on "Coaching Leaders to Achieve Student Success: *Improving Student Achievement Through Teacher Observation and Coaching*". New Teacher Center, University of California, Santa Cruz. (2003)

### **Special Activities**

Organized School/Community Resource Committee to implement School Community Policing Partnership Program, San Ramon Valley, 1999-2002.

Collaborated with Museum of Tolerance staff, Beverly Hills, California to establish diversity training curriculum for high school students in San Ramon Valley Unified School District, 2001.

Member of San Ramon Valley Community Task Force on Youth Safety and Development, February 1999 to 2000.

Trainer: *Quality Education Project* (A Parent Involvement Program) 1991.

Master Trainer for State School Climate Unit on School Crime Reporting, 1988-89.

## **Cathy Sue Basen**

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### **Credentials**

Administrative Services Credential and Social Studies Teaching Credential

### **References**

**Frank Acojido**, Director of Alternative Education, Acalanes Union High School District, 1212 Pleasant Hill Rd. Lafayette, CA 94549. (925) 942-9619

**Beverly Hansen**, Principal, Mt. Diablo High School, (M.D.U.S.D), 2450 Grant Street, Concord, CA 94520. (925) 682-4030. (retired 7/2009)

**Mary Lou Browning**, Project Director of California Department of Corrections Project, Contra Costa County Office of Education, 77 Santa Barbara Rd., Pleasant Hill, CA 94523. (retired, 2008) home phone: (925) 280-1929.

**Joan Diamond**, Principal of Venture School, San Ramon Valley Unified School District, 3200 East Crow Canyon Rd., San Ramon, CA 94583. (retired 6/2008) Home: (510) 547-8302.

**Rob Kessler**, Superintendent, San Ramon Valley Unified School District, 699 Old Orchard Dr. Danville, CA 94526. (retired 6/2008) (925) 552-2933.

**La Shawn Route-Chatmon**, Executive Director, Bay Area Coalition for Equitable Schools, now National Equity Project. 1720 Broadway, Fourth Floor, Oakland, CA 94612. (510) 208-0160

COMBINED GROUP INS SVCS INC/PHS  
PO BOX 33015  
SAN ANTONIO TX, 78265

OAKLAND UNIFIED SCHOOL DISTRICT  
ATTN JOEL ROSS  
900 HIGH ST  
OAKLAND, CA 94601

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# CERTIFICATE OF LIABILITY INSURANCE

DXB  
R054

DATE (MM/DD/YYYY)  
07-01-2013

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).

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| <b>PRODUCER</b><br>COMBINED GROUP INS SVCS INC/PHS<br>464001 P: (866)467-8730 F: (877)905-0457<br>PO BOX 33015<br>SAN ANTONIO TX 78265 | <b>CONTACT NAME:</b><br>PHONE (A/C, No, Ext): (866)467-8730      FAX (A/C, No): (877)905-0457<br>E-MAIL ADDRESS:<br>INSURER(S) AFFORDING COVERAGE      NAIC #<br>INSURER A: Sentinel Ins Co LTD<br>INSURER B :<br>INSURER C :<br>INSURER D :<br>INSURER E :<br>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   |
|---|--|--------------------------|--------------------------------|--------------------------------|-------------------------|-------------------------|--|
| A   | <b>GENERAL LIABILITY</b>   |                          |                                | 46 SBM ZG8241                  | 07/17/2013              | 07/17/2014              | EACH OCCURRENCE \$ 1,000,000                           |
|   | <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY                              |                          |                                |                                |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 |
|   | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR     |                          |                                |                                |                         |                         | MED EXP (Any one person) \$ 10,000                     |
|   | <input checked="" type="checkbox"/> <b>General Liab</b>                            | <input type="checkbox"/> | <input type="checkbox"/>       |                                |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                     |
| GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC |  |                          |                                |                                |                         |                         | GENERAL AGGREGATE \$ 2,000,000                         |
|   | <b>AUTOMOBILE LIABILITY</b>  |                          |                                |                                |                         |                         | PRODUCTS - COMP/OP AGG \$ 2,000,000                    |
|   | <input type="checkbox"/> ANY AUTO  |                          |                                |                                |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                 |
|   | <input type="checkbox"/> ALL OWNED AUTOS   | <input type="checkbox"/> | <input type="checkbox"/>       |                                |                         |                         | BODILY INJURY (Per person) \$                          |
|   | <input type="checkbox"/> HIRED AUTOS   | <input type="checkbox"/> | <input type="checkbox"/>       |                                |                         |                         | BODILY INJURY (Per accident) \$                        |
|   |  |                          |                                |                                |                         |                         | PROPERTY DAMAGE (Per accident) \$                      |
|   |  |                          |                                |                                |                         |                         | \$   |
|   | <b>UMBRELLA LIAB</b>   |                          |                                |                                |                         |                         | EACH OCCURRENCE \$                                     |
|   | <b>EXCESS LIAB</b>   |                          |                                |                                |                         |                         | AGGREGATE \$   |
|   |  |                          |                                |                                |                         |                         | \$   |
|   | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                               |                          |                                |                                |                         |                         | WC STATUTORY LIMITS    OTH-ER                          |
|   | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <i>(Mandatory in NH)</i> |                          | <input type="checkbox"/> Y / N | <input type="checkbox"/> N / A |                         |                         | E.L. EACH ACCIDENT \$                                  |
|   | If yes, describe under DESCRIPTION OF OPERATIONS below                             |                          |                                |                                |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                          |
|   |  |                          |                                |                                |                         |                         | E.L. DISEASE - POLICY LIMIT \$                         |

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

Those usual to the Insured's Operations.

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| <b>CERTIFICATE HOLDER</b><br>OAKLAND UNIFIED SCHOOL DISTRICT<br>ATTN JOEL ROSS<br>900 HIGH ST<br>OAKLAND, CA 94601 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br> |
|--|--|