

Board Office Use: Legislative File Info.	
File ID Number	15-0030
Introduction Date	2-11-15
Enactment Number	15-0173
Enactment Date	2/11/15



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)

2/11/15

Subject Professional Services Contract - St. Mary's College - Lift Up
- State & Federal Programs 950 for St. Elizabeth Elem. 731 (site/department)

Action Requested Ratification of professional services contract between Oakland Unified School District and St. Mary's College - Lift Up. Services to be primarily provided to State & Federal Programs 950 for St. Elizabeth Elem. 731 for the period of 12/15/2014 through 06/30/2015.

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

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

Discussion
One paragraph summary of the scope of work.

Lift Up will provide professional development services for the St. Elizabeth Elementary School site instructional staff. These trainings will be in alignment with the Common Core Standards using critical thinking strategies and close reading. Lift Up will provide ongoing professional development services that will enable teachers to provide a more effective instructional program and improve the student academic achievement in curriculum subjects Reading, Social Studies and English.

Recommendation Ratification of professional services contract between Oakland Unified School District and St. Mary's College - Lift Up. Services to be primarily provided to State & Federal Programs 950 for St. Elizabeth Elem. 731 for the period of 12/15/2014 through 06/30/2015.

Fiscal Impact Funding resource name (please spell out) Title IIA
not to exceed 5,000.00

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 St. Mary's College - Lift Up

(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 12/15/2014, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$ 84,100 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 Five Thousand Dollars (5,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 250.00 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 _____.

5. 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: Maria Beltran
Site /Dept.: State & Federal Programs 950 for St. Elizabeth Elem. 731
Address: 1000 Broadway Suite 450
Oakland, Ca 94607
Phone: 510-879-1027
Email: danielle.patterson@ousd.k12.ca.us

CONTRACTOR:

Name: Mary Dierking
Title: Consultant
Address: 1928 St Marys Rd
Moraga CA 94556
Phone: 925-631-4506
Email: dandmdierking@aol.com

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

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

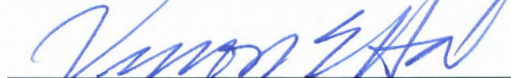
- 23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

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.

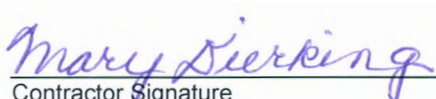
OAKLAND UNIFIED SCHOOL DISTRICT



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


Secretary, Board of Education

CONTRACTOR


Contractor Signature

Mary Dierking
Consultant
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 15-0030
Introduction Date: 2/11/15
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By: o/s

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.

Please see the attached Scope of Work.

Scope of Work

2014 - 2015

Contractor Name: St. Mary's College – Lift Up Program

School Name: St. Elizabeth Elementary School

Lift-Up will provide a maximum of 20 hours of service at the rate of \$250 per hour for a total not to exceed \$5,000.00

Nature of Work:

Lift Up will provide professional development services for the St. Elizabeth Elementary School site instructional staff. These trainings will be in alignment with the Common Core Standards using critical thinking strategies and close reading. Lift Up will provide ongoing professional development services that will enable teachers to provide a more effective instructional program and improve the student academic achievement in curriculum subjects Reading, Social Studies and English.

Program Focal Points:

- Continue and expand the focus on Common Core Standards using critical thinking strategies and close reading
- Differentiated instruction for inclusion students
- Promote writing strategies that integrate Common Core Standards
- Develop and implement brain-based instructional strategies
- Continue and expand strategies for English learners
- Demonstrate and observe implementation of strategies introduced in professional development sessions
- Facilitate principal walk-throughs with Liaison and Coach
- Continue to expand comprehension strategies
- Focus on academic vocabulary strategies
- Provide new websites and technology support for literacy
- Dissemination of coaching model, interventions and assessment results to broader educational community
- Written evaluation report documenting content and process of project and student assessment results

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

Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program. The purpose of Title II, Part A is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality through professional development and other supporting activities. As a result of receiving Title II Part A Program services, the principal and/or teachers on staff at this specific non-profit private school located in Oakland will improve their understanding and application of specific skills that support the implementation of effective instructional strategies and techniques and/or school administration and leadership. The activities and support provided to the teachers and/or principal will result in an improvement of the instructional program at the school. This improvement in the instructional program will enable students to be more fully engaged and successful in school. Students will have improved school attendance which supports gains in performance in core academic areas and successful ongoing completion of successive grade levels which results in graduation from high school.

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

- | | |
|--|--|
| <input type="checkbox"/> Ensure a high quality instructional core | <input type="checkbox"/> Prepare students for success in college and careers |
| <input type="checkbox"/> Develop social, emotional and physical health | <input 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.
 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.

September 2, 2014

Danielle Patterson, Compliance Technician
Special Programs Division
State and Federal Compliance
Oakland Unified School District

Dear Danielle Patterson,
Please accept this letter of verification that the following instructors will be serving as Literacy Coaches for the Oakland Diocese in the LIFT UP Program:

- Mary Dierking
- Nancy Baum
- Susan Clemo
- Anne Marie Levy
- Ann Thomas

They have passed (negative reading) the tuberculosis test and have successfully cleared the criminal history review process. Please contact me if you have any further questions or require additional information.
Sincerely,

Dr. Kathy Perez
Director of Outreach and Recruitment
Director of Teaching Leadership
Saint Mary's College of California
Kalmanovitz School of Education
Email: kperez@stmarys-ca.edu
Office: 925.631.4506 | Mobile: 510.593.0473



KALMANOVITZ
SCHOOL OF
EDUCATION



BIOGRAPHY

The Literacy Innovations for Teachers Urban Partnership (LIFT UP!) project began in 2010, with Oakland Diocese schools. LIFT UP! is a literacy coaching collaboration between Saint Mary's College of California and the Diocese of Oakland. During its first year the focus was on three schools, Saint Anthony Elementary, Saint Elizabeth's Elementary, and Saint Martin de Porres Elementary. In the second and third years Saint Jarlath Elementary was added. The goal of the program is to have all primary grade students (Kindergarten through third grade) acquire the necessary literacy skills to become effective learners.

To achieve this goal, all primary grade teachers in the four schools were involved in monthly staff development sessions and weekly literacy coaching sessions from the literacy coaches. They were trained in successful research based literacy instruction strategies and effective assessment strategies. Some of these strategies included: a variety of literacy assessments, shared reading, interactive reading, read alouds, morning message, word wall creation, spelling strategies, phonemic awareness strategies, making words, comprehension activities, critical thinking, vocabulary development, shared writing, ELL strategies and interactive writing. The teachers were observed by coaches and held follow-up conferences to reflect on their teaching and discussion of areas for improvement. Student process was monitored by assessments and the data was analyzed to ensure literacy growth.

The teachers were provided with staff development and support in formative assessments for early literacy skills based upon California State Standards and Common Core Standards for grades K-3. The assessments were modeled and teachers were strongly supported with implementation of the assessments as well as strategies to develop these skills for students below proficiency. The assessments were administered at the beginning of the academic and at the end to determine student mastery. These assessments were made available to the next year's teacher as a baseline for their future instruction.

Materials for strategy instruction were provided to all participating teachers including resources to strengthen the use of their technology with suggested researched "apps". Leveled books for each classroom have been provided during the past three years to support guided reading and encourage family reading at home.

- Vocabulary Staff Development—community members and high students—work in classrooms and city libraries
- Running Records Staff Development
- Assessment Staff Development for Reading and Writing K-5
- Reciprocal Teaching Staff Development
- 6 Traits Workshops for AUSD
- Pre-school Parent Literacy Training
- Reading Standards Staff Development K-5
- Writing Standards Staff Development K-5
- Parent Literacy Classes
- First Grade Four Blocks, Literacy Program for the entire Alameda Unified School District
- Assessment Training in Literacy for the entire Alameda Unified School District
- Reading Professional Development Workshops—K-8 teachers and administrators
- ELIC Courses each having 30 teachers
- Kindergarten Teachers Balanced Literacy Program for the entire Alameda Unified School District
- Training High School Students for cross age tutoring
- Training Middle School Students for cross age tutoring
- Technology Use
- Positive Discipline
- Developed and Trained volunteers for a special reading program (I Can READ)

Other Professional Experiences

- Faculty of Saint Mary's College
- Advisor Board for Reading Project, Saint Mary's College
- *District Committees and Responsibilities*
- Lum and Longfellow Schools' Leadership Team
- District Educational Technology Committee
- School Site Council—for three different schools
- Student Study Team
- Master Teacher—Trained and worked with 12 different students teachers and two literacy coaches
- District Houghton Mifflin Literacy Coach
- District Reading Task Force Committee Grades k-8 Facilitator
- District Language Arts Curriculum Committee
- District Social Studies Curriculum Committee
- District Math Curriculum Committee
- Mentor Teacher Selection Committee
- District Writing Committee

Professional Organizations

- Delta Kappa Gamma
- International Reading Association
- California Reading Association
- California Teachers Association
- Alameda Education Foundation
- Contra Costa Reading Association
- Alameda County Reading Association

Awards

- Volunteer Award—Alameda Education Foundation, 1996-97 and 2005-06
- Outstanding Student in Reading and Language Arts Leadership—Saint Mary's College, School of Education, 2003
- Nominated for California Teacher of the Year, 1998
- Teacher Recognition—Alameda Unified School District, 1998
- Employee of the Year—Lum Elementary, presented by Alameda Education Foundation

SAM Search Results
List of records matching your search for :

Search Term : Anne* Aileen* Thomas*
Record Status: Active

No Search Results

SAM Search Results
List of records matching your search for :

Search Term : Mary* Dierking*
Record Status: Active

No Search Results

SAM Search Results
List of records matching your search for :

Search Term : Anne* Marie* Levy*
Record Status: Active

No Search Results

SAM Search Results
List of records matching your search for :

Search Term : Susan* Clemo*
Record Status: Active

No Search Results

SAM Search Results
List of records matching your search for :

Search Term : Nancy* Baum*
Record Status: Active

No Search Results

SAM Search Results
List of records matching your search for :

Search Term : St.* "Mary's"College*
Record Status: Active

ENTITY	EDUCATION, MARYLAND DEPARTMENT OF	Status:Active
DUNS: 108847257	+4:	CAGE Code: 1KY89 DoDAAC:
Expiration Date: Sep 4, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 18952 E FISHER RD		
City: SAINT MARYS CITY	State/Province: MARYLAND	
ZIP Code: 20686-3002	Country: UNITED STATES	

ENTITY	MOUNT ST MARY'S COLLEGE	Status:Active
DUNS: 069927150	+4:	CAGE Code: 0V1D4 DoDAAC:
Expiration Date: Nov 3, 2015	Has Active Exclusion?: No	Delinquent Federal Debt?: No
Address: 12001 CHALON RD		
City: LOS ANGELES	State/Province: CALIFORNIA	
ZIP Code: 90049-1526	Country: UNITED STATES	

Refresh

Purchase Document

- USER
- PATTERSD
 - PATTERSD
 - BELTRANM

PR: R0152651 PO: Status: PR Sec Cd: 9500 Aprv: APRV Next:

Vendor	RemitTo	ShipTo	BillTo	Reqst'd	Aprv'd	Printed	Details	Dates	Blanket	Req. Codes	Mis
V053933			Addr: P1								
ST MARY'S COLLEGE OF CALIFORNIA 375 RHEEM BLVD				By: Patterson, Danie		Req Codes					
FREMONT CA 94556				Date: 12/08/2014		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
				PO Total: \$5,000.00		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					

Items
 Association Codes
 Notes

Item Numl	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended Ar
0001	1	EA	Ratification of professiona	5,000.00	GL 7314851204-5825	5,00
0002	0			0.00	GL -	

Items
 Taxes
 Miscellaneous
 Account Distribution
 Item Shipping

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).

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

Contractor Information

Contractor Name	St. Mary's College - Lift Up	Agency's Contact	Mary Dierking				
OUSD Vendor ID #	V053933	Title	Consultant				
Street Address	1928 St Marys Rd	City	Moraga	State	CA	Zip	94556
Telephone	925-631-4506	Email (required)	dandmdierking@aol.com				
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	12/15/2014	Date work will end	06/30/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 250.00	Number of Hours (required)	20		

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
4035	Title IIA	7314851204	5825	\$ 5,000.00
			5825	
			5825	
Requisition No. (required)		R0152651	Total Contract Amount	
			\$ 5,000.00	

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	Maria Beltran	Phone	510-879-1027	
	Site/Department (Name & #)	State & Federal Programs 950 for St. Elizabeth Elem. 731			Fax	
	Signature	<i>Maria Beltran</i>			Date Approved	12/18/2014
2.	Resource Manager , if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> 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	<i>Susana Ruel</i>			Date Approved	12/19/14
3.	Network Superintendent/Deputy Network Superintendent					
	Signature				Date Approved	
4.	Chiefs / Deputy Chiefs Consultant Aggregate <input 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	12/22/2014
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	P1504654		