

Board Office Use: Legislative File Info.	
File ID Number	15-0655
Introduction Date	4-22-15
Enactment Number	15-0543
Enactment Date	4/22/15



**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) 4/22/15

Subject Professional Services Contract - Higher Ground Neighborhood Dev. Corp
- New Highland Academy 125 (site/department)

Action Requested Approval of professional services contract between Oakland Unified School District and Higher Ground Neighborhood Dev. Corp. Services to be primarily provided to New Highland Academy 125 for the period of 09/01/2014 through 06/11/2015.

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

Coaches will help manage student behaviors primarily in the cafeteria space and on the yard during all recess and lunch time intervals. Coaches will work with students that are experiencing challenges following school-identified norms, and work with students to learn skills that regulate their own behavior in the moment and when accepting consequences.

Discussion
One paragraph summary of the scope of work.

Higher Ground programming will use best practice large group supervision strategies to maintain a safe and supportive environment that is in alignment with Caring School Communities curriculum. Coaches will provide supervision as well as implementing the use of a site-base recycling, the 4R program, school beautification, second step programming, and healthy school climate and culture components that teach relationship-building, teamwork, and compliance through modeling and teaching social-emotional learning skills. Coaches will help manage student behaviors primarily in the cafeteria space and on the yard during all recess and lunch time intervals. Coaches will work with students that experiencing challenges following school-identified norms, and will work with students to learn skills that regulate their own behavior in the moment and when accepting consequences.

Recommendation Approval of professional services contract between Oakland Unified School District and Higher Ground Neighborhood Dev. Corp. Services to be primarily provided to New Highland Academy 125 for the period of 09/01/2014 through 06/11/2015.

Fiscal Impact Funding resource name (please spell out) TITLE 1
not to exceed 20,000.00

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 Higher Ground Neighborhood Dev. Corp

(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:

1. **Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on 09/01/2014, 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 06/11/2015.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Twenty Thousand Dollars (20,000.00) [per fiscal year], at an hourly billing rate not to exceed \$ 30.00 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.

4. **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.

6. **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.
7. **Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

Professional Services Contract

OUSD Representative:

Name: Lorena Reyes
Site /Dept.: New Highland Academy 125
Address: 8521 A Street
 Oakland, CA 94621
Phone: 510-729-7723
Email: esperanza.buenrostro@ousd.k12.ca.us

CONTRACTOR:

Name: Amber Blackwell
Title: Administrative Operating Director
Address: 6441 Herzog Street
 Oakland CA 94608
Phone: 510-658-6454
Email: Highergroundndc.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

Professional Services Contract

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

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

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

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

- 24. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (https://www.sam.gov/).

- 25. Litigation: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement.

- 26. Incorporation of Recitals and Exhibits: The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

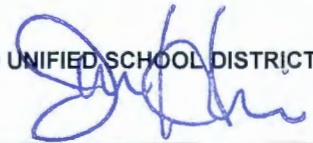
- 27. Integration/Entire Agreement of Parties: This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

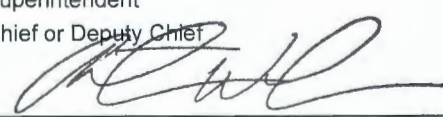
- 28. Counterparts: This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

- 29. Signature Authority: Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.

- 30. Contract Contingent on Governing Board Approval: OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

- 31. W-9 Form: If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT


President, Board of Education
 Superintendent
 Chief or Deputy Chief

Secretary, Board of Education

CONTRACTOR


Contractor Signature
Amber Blackwell
Administrative Operating Director
Print Name, Title

Form approved by OUSD General Counsel for 2014-15 FY

File ID Number: 15-0655
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By: gt

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.

Higher Ground programming will use the best practice large supervision strategies to maintain a safe and supportive environment that is in alignment with the Caring School Communities Curriculum. Coaches will provide supervision well as implement the use of a site-based recycling, the 4Rs program, school beautification, second step programming , and healthy school climate and culture components that teach relationship-building, teamwork, and compliance through modeling and teaching social-emotional learning skills.



New Highland Elementary School

SCOPE OF WORK

2014/2015

DEVELOPMENTAL RECESS & CAFETERIA/SCHOOL CLIMATE COORDINATION

ACTIVITY	SUMMARY	GOAL
<p>RECESS INTERVENTION Coach Clarence & Coach Sabrina</p>	<p>Higher Ground programming will use best practice large group supervision strategies to maintain a safe and supportive environment that is in alignment with the <u>Caring School Communities</u> curriculum. Coaches will provide supervision as well as implement the use of a site-based recycling, the 4Rs program, school beautification, second step programming, and healthy school climate and culture components that teach relationship-building, teamwork, and compliance through modeling and teaching social-emotional learning skills.</p>	<p>90% of students referred for consecutive recess intervention will experience a decrease in behaviors being referred to through participation in community all starz programming by the end of the annual project.</p>
<p>SCHOOL CLIMATE WORKSHOPS Coach Archie</p>	<p>HG School climate workshops serve as a mechanism to give teachers more individual and grade level planning time as well as expose students to project and inquiry based learning opportunities. School climate workshops focus on teaching children caring school community, second step problem solving, as well as S.T.E.M based lessons. The goal is to expand children's exposure to concepts of empathy, cooperation, reciprocity, and stewardship.</p>	<p>90% of students who attend class 95% of the time will state that they have a greater understanding of S.T.E.M concepts after participating in classroom climate workshops with HG coaches.</p>
<p>CAFETERIA COORDINATION Coach Archie</p>	<p>Coaches will help manage student behaviors primarily in the cafeteria space and on the yard during all recess and lunch time intervals. Coaches will work with students that are experiencing challenges following school-identified norms, and will work with students to learn skills that regulate their own behavior in the moment and when accepting consequences.</p>	<p>95% of teachers will report that the cafeteria feels safer due to HG cafeteria coordination.</p>
<p>BILINGUAL PARENT ENGAGEMENT Norma Heredia</p>	<p>Bilingual parent engagement service work to help make the school/home connection more of a seamless one for families where English is a second language. Verbal as well a written translation is done assuring that communication is inclusive of ELL learners and their families. Helping to host family engagement activities, attendance support, as well as general communications is the goal of engagement.</p>	<p>100% of Spanish bilingual parents will be provided with verbal and written information and assistance in their 1st language.</p>
<p>EVALUATION</p>	<p>An evaluation will be presented by Hg detailing data based on stated outcomes, results, satisfaction, and information about the successes and challenges of programming are all included in Hg self assessment.</p>	<p>An end of the year evaluation revealing the site's level of satisfaction with Hg programming and our ability to meet out stated outcomes from impacted daytime faculty and staff.</p>

New Highland Elementary School

BUDGET NARRATIVE

2014-15 School Year

Program Expense	Description	Breakdown	Cost
STAFFING	1 Coach will increase and improve student behavior and promote positive school climate and culture through		

Professional Services Contract

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.

HG School climate workshops serve as a mechanism to give teachers more individual and grade level planning time as well as expose students to project and inquiry base learning opportunities. School climate workshops focus on teaching children caring school community, second step problem solving, as well as S.T.E.M base lessons. The goal is to expand children's exposure to concepts to empathy, cooperation, reciprocity, and stewardship. 90% of students who attend class 95% of the time will state that they have a greater understanding of S.T.E.M concepts after participating in classroom climate workshops with HG coaches.

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: 125SQ11ASQ11BS
- 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.



**New Highland Elementary School
 BUDGET NARRATIVE
 2014-15 School Year**

Program Expense	Description	Breakdown	Cost
STAFFING	1 Coach will increase and improve student behavior and promote positive school climate and culture through providing developmentally appropriate opportunities for cooperative games and independent activities.	Coach 1 31 hrs/wk x \$20.00/hr @ 37 weeks	Coach 1 \$29,100
Coach 1 Coach Archie	1 Coach will provide cafeteria coordination, plan and implement Community All Starz programming which works to transform the behaviors of students needing regular intervention support.	Coach 2 17.5hrs/wk x 15.00/hr benefits @ 37 weeks	Coach 2 \$9,212.50
Coach 2 Coach Sabrina	1 Coach will provide general supervision of the yard, bathrooms, and common areas assuring that there is monitoring of the greater area along side volunteers and school staff.	Coach 3 17.5hrs/wk x 15.00/hr benefits @ 37 weeks	Coach 3 \$9,712.50
Coach 3 Coach Clarence			T & S \$975.00
T & S Amber Blackwell, Tiffany Gipson, and Raymond Marinelli			
Parent Engagement	Provide Spanish/English verbal and written translation and parent engagement.	Parent Engagement Lead \$995.69 per month @ 10 months	\$9,956.90
Staffing Sub Total			\$58,456.90
ADMINISTRATIVE COSTS SUBTOTAL	Payroll, Accounting, Insurance, Etc.	10%	\$1,500
TOTAL PROGRAM BUDGET			\$59,956.90



BIOGRAPHY OF OUSD-RELATED SERVICES

School Year	Site	Summary of Programs and Services
2008 - 2014	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ School Day Developmental Recess ➤ Service Learning ➤ Comprehensive After School Program Coordination and Implementation ➤ Time Banking Parent Engagement Program
	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation ➤ Grade Level Collaborative Support – Physical Education Classes ➤ School Day Behavioral Health Program ➤ School Day Developmental Recess ➤ Time Banking Parent Engagement Program
	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation ➤ Grade Level Collaborative Support – Physical Education Classes ➤ School Day Behavioral Health Program ➤ School Day Developmental Recess ➤ Time Banking Parent Engagement Program
	<i>RISE Elementary School – (only since 2013-14 school year)</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation ➤ Developmental Recess ➤ School Day Behavioral Health Program ➤ School Day Developmental Recess ➤ Time Banking Parent Engagement Program
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation ➤ Time Banking Parent Engagement Program
Fall 2010	<i>Marshall Elementary School</i>	<ul style="list-style-type: none"> ➤ Fiscal Agent – Comprehensive After School Program
2007 - 2008	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Developmental Recess ➤ Service Learning ➤ Comprehensive After School Program Coordination and Implementation
	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Recess Support ➤ Grade Level Collaborative Support ➤ Comprehensive After School Program Coordination and Implementation
	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> ➤ ELL Support Program ➤ Comprehensive After School Program Coordination and Implementation
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Grade Level Collaborative Support ➤ Comprehensive After School Program Coordination and Implementation

2006 – 2007	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Service Learning ➤ Comprehensive After School Program Coordination and Implementation
	<i>Brookfield Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation
	<i>New Highland Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Grade Level Collaborative Support ➤ Comprehensive After School Program Coordination and Implementation
2005 - 2006	<i>Cox Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program
	<i>Allendale Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ Comprehensive After School Program Coordination and Implementation
	<i>Jefferson Elementary School</i>	<ul style="list-style-type: none"> ➤ After School SES Coordination
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation
2004 - 2005	<i>E. Morris Cox Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program ➤ After-School Program
	<i>Sobrante Park Elementary School</i>	<ul style="list-style-type: none"> ➤ Comprehensive After School Program Coordination and Implementation
2003 - 2004	<i>E. Morris Cox Elementary School</i>	<ul style="list-style-type: none"> ➤ School Day Behavioral Health Program
	<i>Fruitvale Elementary School</i>	<ul style="list-style-type: none"> ➤ After School Behavioral Health Group



P.O. BOX 8192, PLEASANTON, CA 94588

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

ISSUE DATE: 01-19-2014

GROUP:
 POLICY NUMBER: 1955988-2014
 CERTIFICATE ID: 8
 CERTIFICATE EXPIRES: 01-19-2015
 01-19-2014/01-19-2015

Oakland Unified School District
 900 High Street
 Oakland, Ca 94601

NB

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon 30 days advance written notice to the employer.

We will also give you 30 days advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policy listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate of insurance may be issued or to which it may pertain, the insurance afforded by the policy described herein is subject to all the terms, exclusions, and conditions, of such policy.

Authorized Representative

President and CEO

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #0016 ENTITLED ADDITIONAL INSURED EMPLOYER EFFECTIVE 2013-05-13 IS ATTACHED TO AND FORMS A PART OF THIS POLICY. NAME OF ADDITIONAL INSURED:
 Oakland Unified School District

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 06-13-2013 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

HIGHER GROUND NEIGHBORHOOD DEVELOPMENT CORP
 AND CORP
 6441 HERZOG ST
 OAKLAND CA 94608



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/1/2014

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 BayRisk Insurance Brokers Inc. 1920 Minturn Street P.O. Box 567 Alameda CA 94501-9667	CONTACT NAME: Kym Hayward PHONE (A/C, No. Ext): (510) 523-3435 E-MAIL ADDRESS: kym@bayrisk.com	FAX (A/C, No.): (510) 523-1632
	INSURER(S) AFFORDING COVERAGE	
INSURED Higher Ground Neighborhood Development Corp. 6441 Herzog Street Oakland CA 94608-1221	INSURER A: Travelers Indemnity Co of CT NAIC # 25682	
	INSURER B: United States Liability Ins Co	
	INSURER C:	
	INSURER D:	
	INSURER E:	


COVERAGES **CERTIFICATE NUMBER:** 14/15 **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	GENERAL LIABILITY <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			X-660-0394L923-14	3/14/2014	3/14/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP3937T41914	3/14/2014	3/14/2015	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTHER
	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N/A						E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	Directors & Officers			NDO1061019E	3/14/2014	3/14/2015	\$1,000,000 Per Claim \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, If more space is required)
 The Oakland Unified School District, its Board Members, directors, officers, agents, and employees and volunteers are named as additional insured as respects to General Liability and is subject to the policy terms, conditions and exclusions per attached form GN 01 88 01 96. *Policy Cancellation Exception: 10 days for non-payment of premium. Supercedes certificate issued 3/17/14.

CERTIFICATE HOLDER**CANCELLATION**

Oakland Unified School District 900 High Street Oakland, CA 94601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Kym Hayward/KYM 
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POLICY NUMBER: X-660-0394L923-14

COMMERCIAL GENERAL LIABILITY

ISSUE DATE: 3/17/2014

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CHARITY FIRST – AMENDMENT OF COVERAGE – WHO IS AN INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization (Additional Insured):

Oakland Unified School District
its Board Members, directors, officers, agents, employees, volunteers
900 High Street
Oakland, CA 94601

Designation Of Premises (Part Leased to You)

WHO IS AN INSURED (Section II) is amended to include as an insured:

- A. Your members and volunteers but only with respect to their liability for your activities or activities they perform on your behalf;
- B. Your trustees or members of the board of governors while acting within the scope of their duties as such on your behalf; and
- C. Person(s) or organization(s), whether or not shown in the Schedule above, but only with respect to their liability arising out of:
 1. Their financial control over you;
 2. Their requirements for certain performance placed upon you, as a non-profit organiza-

tion, in consideration for funding or financial contributions you receive from them;

3. The ownership, maintenance or use of that part of a premises leased to you; or
4. "Your work" for that insured by or for you.

As respects Part C.3. above, this insurance does not apply to:

- (a) Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s); or
- (b) Any "occurrence" which takes place after you cease to be a tenant in that premises.

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

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

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

Contractor Information

Contractor Name	Higher Ground Nieghbrorhood Dev. Corp	Agency's Contact	Amber Blackwell				
OUSD Vendor ID #	I001673	Title	Administrative Operating Director				
Street Address	6441 Herzog Street	City	Oakland	State	CA	Zip	94608
Telephone	510-658-6454	Email (required)	Highergroundndc.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	09/01/2014	Date work will end	06/11/2015	Other Expenses	
Pay Rate Per Hour (required)	\$ 30.00	Number of Hours (required)	800		

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
9234	COWELL-INS.IMPR	1251229101	5825	\$ 20,000.00
			5825	
			5825	
Requisition No. (required)	R0153120		Total Contract Amount	\$ 20,000.00

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	Lorena Reyes	Phone	510-729-7723	
	Site/Department (Name & #)	New Highland Academy 125			Fax	510-729-7725
	Signature	<i>Lorena Reyes</i>			Date Approved	2/4/15
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 checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP)					
	Signature				Date Approved	
3.	Network Superintendent/Deputy Network Superintendent					
	Signature	<i>[Signature]</i>			Date Approved	3/20/15
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	
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			