

|   |             |
|---|-------------|
| <b>Board Office Use: Legislative File Info.</b> |             |
| File ID Number                                  | 11-2790     |
| Introduction Date                               | 11/07/2011  |
| Enactment Number                                | 11-2746     |
| Enactment Date                                  | 11-16-11 JS |



# Memo

To: The Board of Education  
 From: Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date (To be completed by Procurement) November 16, 2011

Subject: Professional Services Contract - Jewish Family & Children's Service Berkeley CA (contractor, City State)  
910 / Early Childhood Education (site/department)

Action Requested: Approval of a professional services contract between Oakland Unified School District and Jewish Family & Children's Services East. Services to be primarily provided to 910 / Early Childhood Education for the period of 07/01/2011 through 06/30/2012.

Background: *A one paragraph explanation of why the consultant's services are needed.*  
 Implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.

Discussion: *One paragraph summary of the scope of work.*  
 Approval by the Board of Education of a Professional Service Contract between District and Jewish Family & Children's Services of the East Bay for the latter to implement an early mental health consultation model that will support all children and staff in the classroom and increase parent understanding and participation in the nurturing and guidance of their children; staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents at the Acorn Woodland, Alice Street, Arroyo/Webster, Bridges at Melrose, Centro Infantil de la Raza, Emerson, and Lockwood Child Development Centers for the period of July 1, 2011 through June 30, 2012, at no cost to the District.

Recommendation: Approval of professional services contract between Oakland Unified School District and Jewish Family & Children's Services East. Services to be primarily provided to 910 / Early Childhood Education for the period of 07/01/2011 through 06/30/2012.

Fiscal Impact: Funding resource name (please spell out) No Fiscal Impact  
not to exceed \$0.00

- Attachments:
- Professional Services Contract including scope of work
  - Fingerprint/Background Check Certification
  - Commercial General Liability Insurance Certification
  - TB screening documentation
  - Statement of qualifications

|   |          |
|---|----------|
| Board Office Use: <b>Legislative File Info.</b> |          |
| File ID Number                                  | 11-2790  |
| Introduction Date                               | 11-7-11  |
| Enactment Number                                | 11-2746  |
| Enactment Date                                  | 11-16-11 |



OAKLAND UNIFIED  
SCHOOL DISTRICT

## PROFESSIONAL SERVICES CONTRACT 2011-2012

This Agreement is entered into between the Oakland Unified School District (OUSD) and Jewish Family & Children's Services East (CONTRACTOR). 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:** The 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 07/01/2011, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than 06/30/2012.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed ZERO Dollars (\$ 0.00). 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: N/A

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the 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.

- Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  - Individual consultants:
    - Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
    - Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
    - Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
  - Agencies or organizations:
    - Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* N/A 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.

- 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: Lynne Rodezno

Site /Dept.: 910 / Early Childhood Education

Address: 495 Jones Avenue  
Oakland, CA 94603

Phone: (510) 639-3340

**CONTRACTOR:**

Name: Carol Singer

Title: Director of Clinical Services

Address: 2484 Shattuck Avenue  
Berkeley CA 94704

Phone: (510) 704-7475

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

**8. 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.

- 1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
- 2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
  - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
  - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.

**9. 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.

**10. Insurance:**

- 1. Commercial General Liability Insurance: 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.

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

Professional Services Contract

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the 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, the 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.
14. **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 drugs on these sites.
15. **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.
16. **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.
17. **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.
18. **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.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
  1. **Tuberculosis Screening**
  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.

Contractor initial:   *LS*  

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the 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).

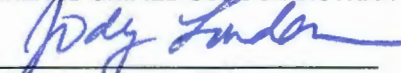
Professional Services Contract

- 22. **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.
- 23. **Confidentiality.** The 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.
- 24. **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.
- 25. **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.
- 26. **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.
- 27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District'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.
- 28. **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.
- 29. **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.
- 30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 07/01/2011 Work shall be completed by: 06/30/2012 Total Fee: \$ 0.00

OAKLAND UNIFIED SCHOOL DISTRICT

  
 President, Board of Education  
 Superintendent or Designee

11/17/11  
Date

  
Secretary, Board of Education

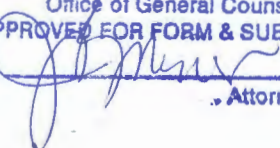
11/17/11  
Date

CONTRACTOR

  
Contractor Signature

9/29/11  
Date

Carol Singer Director of Clinical Services  
Print Name, Title

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By:   
Attorney at Law


File ID Number: 11-2790  
 Introduction Date: 11-7-11  
 Enactment Number: 11-2446  
 Enactment Date: 11-16-11  
 By: 

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

Approval by the Board of Education of a Professional Service Contract between Oakland Unified School District and Jewish Family & Children's Services of the East Bay and Centro Infantil de la Raza, Jefferson, Lakeview, Alice Street, Emerson, Arroyo Viejo, Webster, Acorn Woodland, Encompas Academy, and Lockwood Child Development Centers to work together in Implementation of an early mental health consultation model that supports all children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children. Staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

SCOPE OF WORK

Jewish Family & Children's Service will provide a maximum of \_\_\_\_\_ hours of services at a rate of \$0.00 per hour for a total not to exceed \$0.00.

Services are anticipated to begin on 07/01/2011 and end on 06/30/2012.

1. Description of Services to be Provided Please provide a one or two paragraph program description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and the outcome specific to this consultant.

- Use a relationship-based consultation model to increase all preschool children's social-emotional skills development.
• Provide direct work with staff (in the classroom) and families (including home visits).
• Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet all children's social emotional needs in an environment that utilizes research based preschool curriculum.

2. Specific Duties and Outcomes: Be specific as to what this consultant will do. Provide details as to program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

- Provide staff that is well versed in a broad range of work with all children who have challenging behaviors including children with special needs.
• Work with evaluators to collect and analyze data pertinent to all partners.
• Become familiar with and abide by State and District polices, requirements, and procedures, including participation on the Student Success Team when necessary.
• Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.

3. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)

Please select:

[ ] Action Item included in Board Approved SPSA (no additional documentation required)

Action Item Number: \_\_\_\_\_

[ ] Action Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified" and the modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the SPSA modification was approved.
3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the SPSA modification was approved.

**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)  
Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Acorn Woodland Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Acorn Woodland CDC. The parties agree to collaborate as follows:

Acorn Woodland CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

Joint Responsibilities between JFCS of the East Bay and Acorn Woodland CDC include:

- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.
- JFCS of the East Bay and Acorn Woodland CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Acorn Woodland CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Acorn Woodland CDC are fulfilled.

This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.

  
\_\_\_\_\_

Carol Singer  
Director of Clinical Services  
JFCS of the East Bay

9/29/11  
\_\_\_\_\_


Date

  
\_\_\_\_\_

Anna Mansker, Site Administrator  
Acorn Woodland Child Development Center

9/6/2011  
\_\_\_\_\_


Date

  
\_\_\_\_\_

Lynne Rodezno  
ECE Director, OUSD

9-6-11  
\_\_\_\_\_

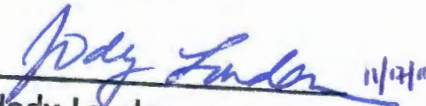
Date

  
\_\_\_\_\_

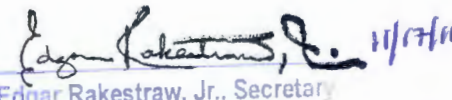
Dr. Tony Smith, PhD.  
Superintendent

\_\_\_\_\_

Date

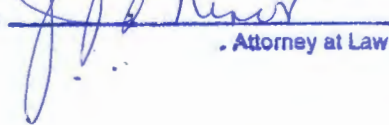
  
\_\_\_\_\_

Jody London  
President, Board of Education

  
\_\_\_\_\_

Edgar Rakestraw, Jr., Secretary  
Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORM & SUBSTANCE

By:   
\_\_\_\_\_  
Attorney at Law

**LEGISLATIVE FILE**

File ID Number 11-2790  
Introduction Date 11-7-11  
Enactment Number 11-2790  
Enactment Date 11-16-11 *12*



## **Letter of Agreement for Oakland Fund for Children and Youth (OFCY) Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Alice Street Learning Center Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Alice Street Learning Center CDC. The parties agree to collaborate as follows:

Alice Street Learning Center CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

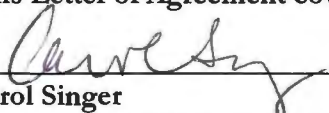
- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

Joint Responsibilities between JFCS of the East Bay and Alice Street Learning Center CDC include:

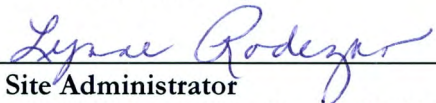
- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.
- JFCS of the East Bay and Alice Street Learning Center CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Alice Street Learning Center CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Alice Street Learning Center CDC are fulfilled.

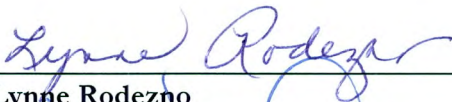
**This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.**

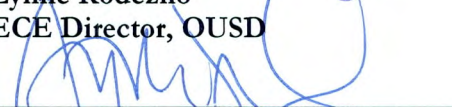
  
 \_\_\_\_\_  
**Carol Singer**  
**Director of Clinical Services**  
**JFCS of the East Bay**

9/25/11  
 \_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**Lynne Rodezno**  
**Site Administrator**  
**Alice Street Learning Center Child Development Center**

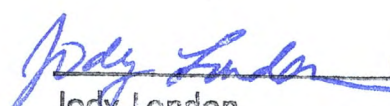
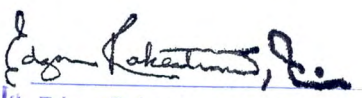
9-6-11  
 \_\_\_\_\_  
**Date**

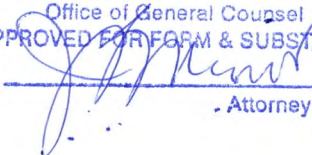
  
 \_\_\_\_\_  
**Lynne Rodezno**  
**ECE Director, OUSD**

  
 \_\_\_\_\_  
**Dr. Tony Smith, PhD.**  
**Superintendent**

9-6-11  
 \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

 11/17/11  11/17/11  
**Jody London** **Edgar Rakestraw, Jr., Secretary**  
 President, Board of Education Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By:   
 \_\_\_\_\_  
 Attorney at Law

**LEGISLATIVE FILE**

File ID Number 11-2790  
 Introduction Date 11-7-11  
 Enactment Number 11-2446  
 Enactment Date 11-16-11

## **Letter of Agreement for Oakland Fund for Children and Youth (OFCY) Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Arroyo/Webster Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Arroyo/Webster CDC. The parties agree to collaborate as follows:

Arroyo/Webster CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

Joint Responsibilities between JFCS of the East Bay and Arroyo/Webster CDC include:

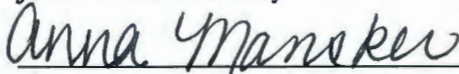
- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.
- JFCS of the East Bay and Arroyo/Webster CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Arroyo/Webster CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Arroyo/Webster Center CDC are fulfilled.


**This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.**

  
 \_\_\_\_\_  
**Carol Singer**  
**Director of Clinical Services**  
**JFCS of the East Bay**


9/29/11  
 \_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**Anna Mansker, Site Administrator**  
**Arroyo/Webster Child Development Center**

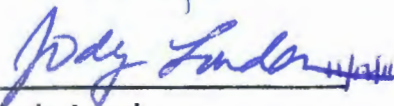
9/6/2011  
 \_\_\_\_\_  
**Date**

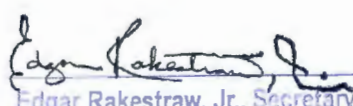
  
 \_\_\_\_\_  
**Lynne Rodezno**  
**EGE Director, OUSD**

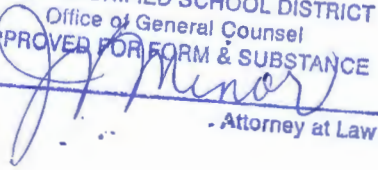
9-6-11  
 \_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**Dr. Tony Smith, PhD.**  
**Superintendent**

\_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**Jody London**  
 President, Board of Education

  
 \_\_\_\_\_  
**Edgar Rakestraw, Jr., Secretary**  
 Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By:   
 \_\_\_\_\_  
 - Attorney at Law

**LEGISLATIVE FILE**

File ID Number 11-2790  
 Introduction Date 11-7-11  
 Enactment Number 11-2446  
 Enactment Date 11-16-11

**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)  
Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Bridges @ Melrose Preschool to work together in an OFCY-funded preschool mental health consultation program at Bridges @ Melrose Preschool. The parties agree to collaborate as follows:

Bridges @ Melrose Preschool will fulfill the following responsibilities:

- Preschool Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- Preschool Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- Preschool Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

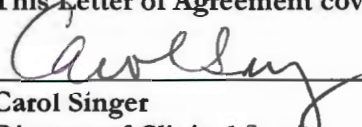
Joint Responsibilities between JFCS of the East Bay and Bridges @ Melrose Preschool include:

- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.

- JFCS of the East Bay and Bridges @ Melrose Preschool participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Bridges @ Melrose Preschool are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Bridges @ Melrose Preschool are fulfilled.

This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.

  
 \_\_\_\_\_  
**Carol Singer**  
**Director of Clinical Services**  
**JFCS of the East Bay**

9/29/11  
 \_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**John Santoro, Site Administrator**  
**Arroyo/Webster Child Development Center**

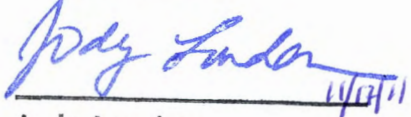
9-10-11  
 \_\_\_\_\_  
**Date**

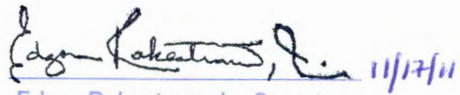
  
 \_\_\_\_\_  
**Lynne Rodezno**  
**ECE Director, OUSD**

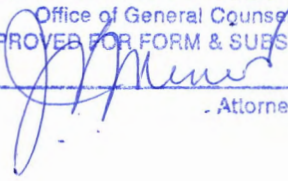
9-16-11  
 \_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**Dr. Tony Smith, PhD.**  
**Superintendent**

\_\_\_\_\_  
 \_\_\_\_\_  
**Date**

  
 \_\_\_\_\_  
**Jody London**  
 President, Board of Education

  
 \_\_\_\_\_  
**Edgar Rakestraw, Jr., Secretary**  
 Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By:   
 \_\_\_\_\_  
 Attorney at Law

**LEGISLATIVE FILE**  
 File ID Number 11-2790  
 Introduction Date 11-7-11  
 Enactment Number 11-2946  
 Enactment Date 11-16-11

## **Letter of Agreement for Oakland Fund for Children and Youth (OFCY) Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Centro Infantil de la Raza Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Centro CDC. The parties agree to collaborate as follows:

Centro CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

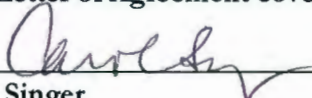
Joint Responsibilities between JFCS of the East Bay and Centro CDC include:

- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.

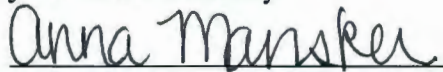
- JFCS of the East Bay and Centro CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Centro CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Centro CDC are fulfilled.

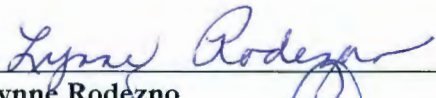
This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.

  
 Carol Singer  
 Director of Clinical Services  
 JFCS of the East Bay


9/29/11  
 Date

  
 Anna Mansker, Site Administrator  
 Centro Infantil de la Raza Child Development Center

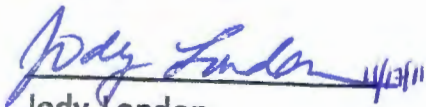
9/6/2011  
 Date

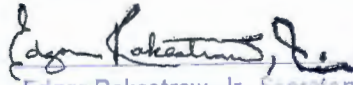
  
 Lynne Rodezno  
 ECE Director, OUSD

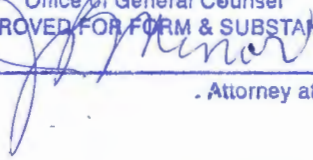
9-6-11  
 Date

  
 Dr. Tony Smith, PhD.  
 Superintendent

\_\_\_\_\_  
 Date

  
 Jody London  
 President, Board of Education

  
 Edgar Rakestraw, Jr. Secretary  
 Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By:   
 . Attorney at Law

**LEGISLATIVE FILE**  
 File ID Number 11-2790  
 Introduction Date 11-7-11  
 Enactment Number 11-2446  
 Enactment Date 11-16-11



**Letter of Agreement for Oakland Fund for Children and Youth (OFCY)  
Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Emerson Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Emerson CDC. The parties agree to collaborate as follows:

Emerson CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

Joint Responsibilities between JFCS of the East Bay and Emerson CDC include:

- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.

- JFCS of the East Bay and Emerson CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Emerson CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Emerson CDC are fulfilled.

**This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.**

*Carol Singer* \_\_\_\_\_ 9/29/11 \_\_\_\_\_  
**Carol Singer** **Date**  
**Director of Clinical Services**  
**JFCS of the East Bay**

*Lynne Rodezno* \_\_\_\_\_ 9-6-11 \_\_\_\_\_  
**Lynne Rodezno** **Date**  
**Site Administrator**  
**Emerson Child Development Center**

*Lynne Rodezno* \_\_\_\_\_ 9-6-11 \_\_\_\_\_  
**Lynne Rodezno** **Date**  
**ECE Director, OUSD**

*[Signature]* \_\_\_\_\_ \_\_\_\_\_  
**Dr. Tony Smith, PhD.** **Date**  
**Superintendent**

*Jody London* 11/14/11 *Edgar Rakestraw, Jr.* 11/17/11  
**Jody London** **Edgar Rakestraw, Jr., Secretary**  
**President, Board of Education** **Board of Education**

UNIFIED SCHOOL DISTRICT

Office of General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By: *[Signature]*  
 Attorney at Law

**LEGISLATIVE FILE**  
 File ID Number 11-2790  
 Introduction Date 11-7-11  
 Enactment Number 11-2446  
 Enactment Date 11-16-11

## **Letter of Agreement for Oakland Fund for Children and Youth (OFCY) Early Childhood Education**

This Letter of Agreement establishes the intention of JFCS of the East Bay and Lockwood Child Development Center (CDC) to work together in an OFCY-funded preschool mental health consultation program at Lockwood CDC. The parties agree to collaborate as follows:

Lockwood CDC will fulfill the following responsibilities:

- CDC Site provides adequate space and access to the classrooms so that the components of the early mental health consultation model can be implemented.
- CDC Site provides adequate space for the mental health consultant to complete on-site written work and access to a telephone
- Site Administrator meets regularly with the mental health consultant to ensure that the program is meeting identified goals and to ensure that all departmental and district policies are followed.
- CDC Site shares student outcome data to better refine program, and for the purposes of the OFCY and local evaluations, as appropriate.
- Site Administrator invites the mental health consultant to participate in school day meetings and professional development opportunities to ensure consistency in standards of teaching and learning and positive school climate.
- Site Administrator provides opportunities for regular communication between staff, parents and JFCS of the East Bay.

JFCS of the East Bay will fulfill the following responsibilities:

- Ensure all hiring criteria and procedures, such as fingerprint clearances, criminal background checks, and TB testing are completed with approval for all Early Mental Health staff and volunteers.
- Use a relationship-based consultation model to increase preschool children's social-emotional skills development.
- Provide direct work with staff (in the classroom) and families (including home visits).
- Provide ongoing technical support to staff, including site administrators, in developing strategies to implement best practices to meet children's social emotional needs in an environment that utilizes research based preschool curriculum.
- Provide staff that is well versed in a broad range of work with children who have challenging behaviors including children with special needs.
- Work with evaluators to collect and analyze data pertinent to all partners.
- Manage after school grant funds contracted to JFCS of the East Bay and fulfill fiscal responsibilities as required by the Oakland Unified School District and funders.
- Become familiar with and abide by State and District policies, requirements, and procedures, including participation on the Student Success Team when necessary.
- Support all CDC staff by providing meeting time to conference weekly, and provide training for parents and staff when necessary.
- Adhere to all time schedules and contracted service hours to insure consistency with children, families and staff.

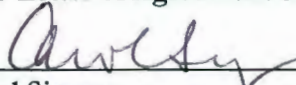
Joint Responsibilities between JFCS of the East Bay and Lockwood CDC include:

- Implementation of an early mental health consultation model that supports children and staff in the classroom and increases parent understanding of and participation in the nurturing and guidance of their children.

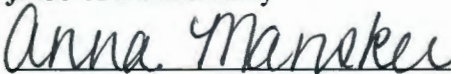
- JFCS of the East Bay and Lockwood CDC staff will participate in periodic discussions about team-building, conflict mediation and partnering with parents.

JFCS of the East Bay and Lockwood CDC are aware of their responsibilities fiscally and programmatically for all grant requirements. As lead applicant, JFCS of the East Bay recognizes that it is responsible for ensuring that the terms of contracted services with Lockwood CDC are fulfilled.

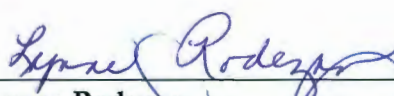
This Letter of Agreement covers the OFCY grant period from July 2011 to June 2012.

  
 \_\_\_\_\_  
 Carol Singer  
 Director of Clinical Services  
 JFCS of the East Bay

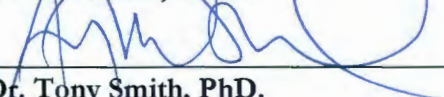
9/29/11  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Anna Mansker, Site Administrator  
 Lockwood Child Development Center

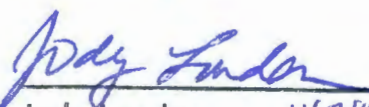
9/6/2011  
 \_\_\_\_\_  
 Date

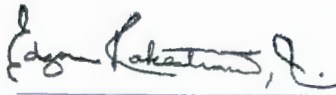
  
 \_\_\_\_\_  
 Lynne Rodezno  
 ECE Director, OUSD

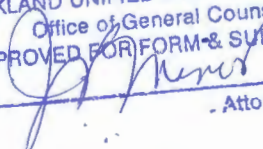
9-6-11  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Dr. Tony Smith, PhD.  
 Superintendent

\_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Jody London 11/17/11  
 President, Board of Education

  
 \_\_\_\_\_  
 Edgar Rakestraw, Jr Secretary  
 Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
 Office of General Counsel  
 APPROVED FOR FORM & SUBSTANCE  
 By:   
 \_\_\_\_\_  
 Attorney at Law

**LEGISLATIVE FILE**  
 File ID Number 11-2790  
 Introduction Date 11-7-11  
 Enactment Number 11-2446  
 Enactment Date 11-16-11



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/08/11

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<br>BPIA Business Professional<br>Insurance Associates<br>1519 South B Street<br>San Mateo, CA 94402<br>Debbie Upland | 650-341-4484<br>650-341-4465 | CONTACT NAME:<br>PHONE (A/C, No, Ext):<br>E-MAIL ADDRESS:<br>PRODUCER CUSTOMER ID #: JEWIS-5 | FAX (A/C, No): |
| INSURED<br>Jewish Family and Children's<br>Services of the East Bay<br>2484 Shattuck Ave. #210<br>Berkeley, CA 94704          |                              | INSURER(S) AFFORDING COVERAGE  |                |
|   |                              | INSURER A: NIAC  | NAIC # 011845  |
|   |                              | INSURER B: Oak River Insurance Co.   | 34630          |
|   |                              | INSURER C:   |                |
|   |                              | INSURER D:   |                |
|   |                              | INSURER E:   |                |
|   |                              | INSURER F:   |                |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

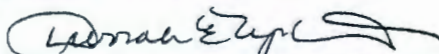
| INSR LTR | TYPE OF INSURANCE   | ADDL SUBR INSR WVD              | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|---------------------------------|--|-------------------------|-------------------------|---|
| A        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Social Services<br><input type="checkbox"/> Prof Liab<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                 | 2011-13649-NPO<br>\$3,000,000 AGGREGATE/<br>\$1,000,000 OCCURRENCE | 09/10/11                | 09/10/12                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 20,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMP/OP AGG \$ 3,000,000 |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS   |                                 | 2011-13649-NPO   | 09/10/11                | 09/10/12                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$<br>\$   |
|          | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DEDUCTIBLE<br>RETENTION \$  |                                 |  |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$<br>\$  |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br><input type="checkbox"/> | 2200057589-101   | 10/01/10                | 10/01/11                | <input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                        |
| A        | Employee Dishonesty   |                                 | CWB0004701-07-13649  | 09/10/11                | 09/10/12                | Limit 100,000<br>Deduct 2,500   |

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

Oakland Unified School District, Early Childhood Development, is named as additional insured with respects to insured's business operations. Additional Insured applies to General Liability only per form CG2011 0196.

### CERTIFICATE HOLDER

### CANCELLATION

|   |   |
|---|---|
| Oakland Unified Schools<br>District<br>Early Childhood Development<br>495 Jones Avenue<br>Oakland, CA 94603 | 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><br>AUTHORIZED REPRESENTATIVE<br> |
|---|---|

You can help.  
Donate | Volunteer

**Jewish Family & Children's Services of the East Bay**  
*compassionate action ■ communal responsibility*



<http://events.r20.constantcontact.com/register/event?oeidk=a07e3g2hs8q1d83e169&lr=uwyx7fcab>

## JFCS/East Bay

**Inspired by the Jewish values** of compassionate action and communal responsibility, JFCS/East Bay is a nonprofit agency that has been delivering vital mental health and social services to Alameda and Contra Costa county families, individuals, children, older adults, Holocaust survivors, and refugees for over 130 years. Providing services to people of *all affiliations, races, and backgrounds*, JFCS/East Bay's long tradition of caring directly impacts the lives of more than 8,000 East Bay residents each year.

[Click here to see how your gift is changing lives in the East Bay.](#)



You can help.

[Donate](#) | [Volunteer](#)

Jewish Family &amp; Children's Services of the East Bay

*compassionate action ■ communal responsibility*

## About Us

### Mission

Inspired by enduring Jewish values, the mission of Jewish Family & Children's Services of the East Bay is to promote and strengthen the social and emotional well-being of diverse individuals and families throughout the entire East Bay community.

### History

Jewish Family & Children's Services of the East Bay has been responding to the evolving needs of our community for more than 130 years. In 1877, JFCS/East Bay was founded as the Daughters of Israel Relief Society, a volunteer organization focused on the Jewish aged, widowed, and orphaned. After the 1906 earthquake, the Daughters of Israel cared for and resettled the huge influx of homeless people that moved across the bay from San Francisco. During the next several decades the agency developed support programs to help members of the community through difficult life transitions or times of personal crisis. In the mid-1920s, the first professional social worker came on staff.

JFCS/East Bay became involved in resettlement efforts in 1934, as the first German Jewish refugees arrived in the East Bay. After World War II, those efforts intensified as thousands of Jewish refugees came to the United States. Our resettlement expertise was put to use again in the 1980s as large numbers of Russian Jews fled anti-Semitism in the former Soviet Union.

### Services

Today, JFCS/East Bay offers skilled guidance and support to anyone in need in Alameda and Contra Costa counties. We operate more than twenty-five programs within these five principal areas:

[Older Adult Services](#) (/olderadult/older-adult-services)

[Parenting & Youth Services](#) (/parentingandyouth/parenting-youth-services)

[Counseling Services](#) (/counseling/counseling-services)

[Refugee & Immigrant Services](#) (/refugeeandimmigrant/refugee-immigrant-services)

[Volunteer Services](#) (/volunteers/volunteer)



## Services

Jewish Family & Children's Services of the East Bay delivers expert services to the community on a daily basis, helping people of all ages live better and healthier lives. We operate more than twenty-five programs within these five principal areas:

[Suse Moyal Center for Older Adult Services \(/olderadult/older-adult-services\)](#) (SMCOAS) offers comprehensive care management, counseling, and other supportive services. The center aims to help older adults preserve their independence and strives to keep them connected to a supportive community. SMOAS maintains a strong focus on working with family members and caregivers as well as older adults themselves.

[Parenting & Youth Services \(/parentingandyouth/parenting-youth-services\)](#) provides support and assistance to a wide range of families, whether first-time parents; grandparents raising a grandchild; or a straight, gay, lesbian, or interfaith family. Our goal is to help both Jews and non-Jews build strong and supportive family relationships.

[Counseling Services \(/counseling/counseling-services\)](#) offers compassionate and expert therapists for individuals and families in every stage of life. JFCS/East Bay also offers family mediation, seminars, and support groups on topics including building healthy relationships and bereavement.

[Refugee & Immigrant Services \(/refugeeandimmigrant/refugee-immigrant-services\)](#) helps smooth the transition for newcomers to the East Bay. JFCS/East Bay has been particularly active in resettling Russian Jews fleeing the former Soviet Union, and has now gained expertise in assisting a wide range of communities with everything from citizenship applications to navigating the health care system. Our staff includes Jews, Muslims, and Christians serving immigrants from the former Soviet Union, Afghanistan, Iran, Bosnia, Mexico, and Central and South America.

[Volunteer Services \(/volunteers/volunteer\)](#) matches and trains 100 active volunteers with clients throughout the East Bay. Volunteer roles include visiting the elderly, working with youth in immigrant families, English tutoring, meal delivery, and office work.



You can help.

Donate | Volunteer

Jewish Family &amp; Children's Services of the East Bay

*compassionate action ■ communal responsibility*

## Support Groups

JFCS/East Bay has ongoing support groups on a wide variety of topics designed to address your needs and interests. In addition, we offer periodic workshop series, as well as individual workshops that can be presented at your workplace, your child's school, or our offices. Please click [here](http://www.jfcs-eastbay.org/contact/request-information) (<http://www.jfcs-eastbay.org/contact/request-information>) to request more information about current groups or to inquire about possible future groups such as an Older Men's Support Group or Local Caregiver Support Group.

Click to view summaries and times:

[Bereavement Support Group](#)

[\(#Bereavement\\_Support\\_Group\)](#)

[Café Europa \(#Cafe\\_Europa\)](#)

[Chaverim \(#Chaverim\)](#)

[Job-Search Strategy/Support Group](#)

[\(#Job\\_Search\)](#)

[Long-Distance Family Caregiver](#)

[Support Group \(#Long-Distance\)](#)

[Single Parents of Teens](#)

[\(#Single\\_Parents\\_of\\_Teens\)](#)

### Bereavement Support Group

Wednesdays, 4:30 to 6:00 pm

JFCS/East Bay - Berkeley office

Group leader: [Helene Linker](mailto:hlinker@jfcs-eastbay.org) (<mailto:hlinker@jfcs-eastbay.org>)

(510) 704-7480, ext. 745

For relatives and friends who have suffered the loss of a loved one. This group offers heartfelt support and guidance for feelings of loneliness, loss and isolation, coping with anger and other unexpected emotions, learning how to live with the grief process, and how to move forward with your life. We also cover contending with changing family dynamics, reestablishing connections with your community, facing changes to your financial status, as well as dealing with estate and other financial decisions. Pre-registration required. (Funded in part by Sinai Memorial Chapel.)

[back to top \(#Top\)](#)

### Café Europa

3rd Sunday of the month, 3:00 to 5:00 pm

JCC of the East Bay, 1414 Walnut St., Berkeley

Group leader: [Rita Clancy](mailto:rclancy@jfcs-eastbay.org) (<mailto:rclancy@jfcs-eastbay.org>)

(510) 704-7480, ext. 257

4th Sunday of the month, 3:00 to 5:00 pm

JFCS/East Bay - Walnut Creek office

Group leader: Judy Blumenfeld

(925) 927-2000, ext. 763

Fee: no charge

Café Europa is a special monthly gathering for Holocaust survivors, their adult family members, and friends. This unique program features social activities, speakers, musical programs, and refreshments. (Funded in part by the Conference on Jewish Material Claims Against Germany, Inc.)

[back to top \(#Top\)](#)

### Chaverim

Group leader: [Melanie Wartenberg](mailto:mwartenberg@jfcs-eastbay.org) (<mailto:mwartenberg@jfcs-eastbay.org>)

(925) 927-2000, ext. 626

A social and educational group for Jewish adults with developmental disabilities. Please call for fee, schedule, and location details.

[back to top \(#Top\)](#)

### Job-Search Strategy/Support Group

2nd Wednesday of the month, 10:00 am to 12:00 pm

JFCS/East Bay - Berkeley Office

3rd Thursday of the month, 10:00 am to 12:00 pm  
JFCS/East Bay - Walnut Creek office

Group leader: [Laurie Nelson](mailto:laurien@jvs.org) (mailto:laurien@jvs.org)  
(415) 596-0056  
Fee: no charge

An informal, monthly drop-in meeting for job seekers at all levels and all professions. This group is a safe environment to discuss job-search concerns and issues. Participants have the opportunity to discuss their job search with a special focus on peer support and sharing best practices for landing jobs in this challenging hiring environment. This supportive group environment allows participants to discuss concerns, receive constructive feedback, and achieve practical strategies for taking the next step in the job search. No registration required.

[back to top \(#Top\)](#)

### Long-Distance Family Caregiver Support Group

Second and fourth Wednesday of the month  
5:00 to 6:30 pm  
JFCS/East Bay – Center for Older Adult Services  
Group leader: [Sheri Hartman](mailto:lyordy@jfcs-eastbay.org) (mailto:lyordy@jfcs-eastbay.org), LCSW  
Contact: Lisa Yordy (510) 558-7800, ext. 716

Fee: \$25 per session (sliding scale available)

Are you an adult caring for your older parents who live out of state? Come join others who are struggling with the same everyday difficulties and unique problems. Moderated by Sheri Hartman, LCSW, the group will address issues such as: choosing in-home caregivers; housing placement; family conflict; dementia and depression; age disabilities; serious medical problems; and more . . . Registration and four-month prepayment required.

[back to top \(#Top\)](#)

### Single Parents of Teens

Tuesdays, 6:30 to 8 pm  
JFCS/East Bay - Berkeley office  
Group leader: [Rikki Sudikoff](mailto:rsudikoff@jfcs-eastbay.org) (mailto:rsudikoff@jfcs-eastbay.org), LCSW  
(510) 704-7480, ext. 761

Fee: \$35 per session (sliding scale available)

If you are feeling shut out by your teen, struggling to make decisions alone or feeling increasing burdens of responsibility, come join other single parents of teens for a ten-session support group moderated by psychotherapist Rikki Sudikoff, LCSW. Ten-week group. Registration required.

[back to top \(#Top\)](#)

You can help.  
Donate | Volunteer

**Jewish Family & Children's Services of the East Bay**  
*compassionate action ■ communal responsibility*



## Contact Us

Click here to [request information \(/contact/request-information\)](/contact/request-information) about JFCS/East Bay services

or send an email to: [information@jfcs-eastbay.org \(mailto:information@jfcs-eastbay.org\)](mailto:information@jfcs-eastbay.org)

**Main Office**  
and

**Suse Moyal Center for Older Adult Services**

2484 Chattuck Avenue, Ste. 210  
Berkeley, CA 94704  
Main: (510) 704-7475  
Older Adult Services: (510) 558-7800  
Fax: (510) 704-7494

**Contra Costa Office**

1855 Olympic Blvd., Ste. 200  
Walnut Creek, CA 94596  
Phone: (925) 927-2000  
Fax: (925) 927-3131

**Family Justice Center**

470 27th Street  
Oakland, CA 94612  
Phone: (510) 704-7480, ext. 700

# PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2011-2012

## Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

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 has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

**Attachment Checklist**

- For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
- For individual consultants: Proof of negative tuberculosis status within past 4 years
- For All Consultants: Statement of qualifications (organization); or resume (individual consultant)
- For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured
- For All Consultants with employees: Proof of workers compensation insurance

**OUSD Staff Contact** Emails about this contract should be sent to: [sheila.clark@ousd.k12.ca.us](mailto:sheila.clark@ousd.k12.ca.us)

## Contractor Information

|                    |   |                  |   |       |    |     |       |
|--------------------|---|------------------|---|-------|----|-----|-------|
| Contractor Name    | Jewish Family & Children's Services East  | Agency's Contact | Carol Singer  |       |    |     |       |
| OUSD Vendor ID #   | I005331   | Title            | Director of Clinical Services   |       |    |     |       |
| Street Address     | 2484 Shattuck Avenue  | City             | Berkeley  | State | CA | Zip | 94704 |
| Telephone          | (510) 704-7475  | Email            | csinger@jfc-eastbay.org   |       |    |     |       |
| Contractor History | Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                  | Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |       |    |     |       |

## Compensation and Terms – Must be within the OUSD Billing Guidelines

|                              |            |                    |            |                              |         |
|------------------------------|------------|--------------------|------------|------------------------------|---------|
| Anticipated start date       | 07/01/2011 | Date work will end | 06/30/2012 | Other Expenses               |         |
| Pay Rate Per Hour (required) | \$ 0.00    | Number of Hours    |            | <b>Total Contract Amount</b> | \$ 0.00 |

## 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         |
|------------------------|------------------------------|---------|-------------|----------------|
|                        | No Cost to                   |         | 5825        | \$             |
|                        | District                     |         | 5825        | \$             |
|                        |                              |         | 5825        | \$             |
| <b>Requisition No.</b> | <b>Total Contract Amount</b> |         |             | <b>\$ 0.00</b> |

## 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.

|                    |   |                                 |              |                 |                |
|--------------------|---|---------------------------------|--------------|-----------------|----------------|
| 1.                 | <b>Administrator / Manager</b> (Originator)   | Name                            | John Santoro | Phone           | (510) 639-3340 |
|                    | Site / Department   | 910 / Early Childhood Education |              | Fax             | (510) 639-4807 |
|                    | Signature   |                                 |              | Date Approved   | 9-30-11        |
| 2.                 | <b>Resource Manager</b> , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs |                                 |              |                 |                |
|                    | <input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)  |                                 |              |                 |                |
|                    | Signature   |                                 |              | Date Approved   |                |
| 3.                 | <b>Regional Executive Officer</b>   |                                 |              |                 |                |
|                    | <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   |                                 |              |                 |                |
| 4.                 | Signature   |                                 |              |                 | Date Approved  |
|                    | <b>Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations</b> <input type="checkbox"/> Consultant Aggregate Under \$50,000  |                                 |              |                 |                |
|                    | Signature   |                                 |              |                 | Date Approved  |
| 5.                 | <b>Superintendent, Board of Education</b> Signature on the legal contract   |                                 |              |                 |                |
| <b>Legal</b>       | Required if not using standard contract   | Approved                        |              | Denied - Reason | Date           |
| <b>Procurement</b> | Date Received   |                                 |              | PO Number       |                |