

| Board Office Use: Legislative File Info. | |
|--|---------|
| File ID Number | 12-0694 |
| Introduction Date | 3-14-12 |
| Enactment Number | 12-0895 |
| Enactment Date | 3-14-12 |



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

Memo

To Board of Education
Tony Smith, Ph.D., Superintendent

From By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action
Vernon Hal, Deputy Superintendent, Business & Operations *VBH*

Board Meeting Date 3-14-12
(To be completed by Procurement)

Subject Professional Services Contract Amendment - 1
Sharon Lynn Anderson Oakland CA (Contractor, City/State) -
722 - Patten Academy / 950 - S & F Compliance (site/department)

Action Requested Ratification by the Governing Board of the amendment to the professional services contract between the District and Sharon Lynn Anderson. Services to be primarily provided to 722 - Patten Academy / 950 - S & F Compliance for the period of 10/17/2011 through 06/29/2012, in an amount not to exceed \$400.00.

Background
A one paragraph explanation of why an amendment is needed.

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

Discussion
One paragraph summary of the amended scope of work.

Ratification of Amendment 1 to the professional service contract with the District and Sharon Lynn Anderson for the latter to provide an additional 4 hours of Title IIA professional services from hours for the period of 10/17/2011 to 6/29/2012. Increasing not to exceed amount from \$1,000.00 to \$1,400.00. All other terms and conditions remain in full force and effect.

Recommendation Ratification by the Governing Board of the amendment to the professional services contract between the District and Sharon Lynn Anderson. Services to be primarily provided to 722 - Patten Academy / 950 - S & F Compliance for the period of 10/17/2011 through 06/29/2012, in an amount not to exceed \$400.00.

Fiscal Impact Funding resource name (please spell out) Title IIA
not to exceed \$400.00

Attachments

- Contract Amendment
- Copy of original contract

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.

Ratification of Amendment 1 to the professional service contract with the District and Sharon Lynn Anderson for the latter to provide an additional 4 hours of Title IIA professional services from hours for the period of 10/17/2011 to 6/29/2012. Increasing not to exceed amount from \$1,000.00 to \$1,400.00. All other terms and conditions remain in full force and effect.

SCOPE OF WORK

Sharon Lynn Anderson will provide a maximum of 14.00 hours of services at a rate of \$100.00 per hour for a total not to exceed \$1,400.00. Services are anticipated to begin on 10/17/2011 and end on 06/29/2012.

1. **Description of Services to be Provided:** Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

See Scope of Work attached!

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

Title II, Part A, Teacher and Principal Training and Recruiting is a federal categorical program. The purpose of Title II, Part A is to increase the academic achievement of all students by helping schools and districts improve teacher and principal quality through professional development and other supporting activities.

As a result of receiving Title II Part A Program services, the principal and/or teachers on staff at this specific non-profit private school located in Oakland will improve their understanding and application of specific skills that support the implementation of effective instructional strategies and techniques and/or school administration and leadership. The activities and support provided to the teachers and/or principal will result in an improvement of the instructional program at the school. This improvement in the instructional program will enable students to be more fully engaged and successful in school. Students will have improved school attendance which supports gains in performance in core academic areas and successful ongoing completion of successive grade levels which results in graduation from high school.

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

- | | |
|---|---|
| <input type="checkbox"/> Ensure a high quality instructional core | <input checked="" type="checkbox"/> Prepare students for success in college and careers |
| <input type="checkbox"/> Develop social, emotional and physical health | <input type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input checked="" type="checkbox"/> Accountable for quality |
| <input checked="" type="checkbox"/> High quality and effective instruction | <input type="checkbox"/> Full service community district |

4. 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”, 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.
-

Exhibit A, Scope of Work

2011-2012

Contractor Name: Dr. Sharon Anderson
Patten Academy

Nature of Work: Title II A Program

Provide school site professional development program focusing on improving the K-12 instructional program through increasing teaching effectiveness through the utilization of cognitive teaching strategies that strengthen reading comprehension and math reasoning skills. Professional development on the use of differentiated instruction will also be provided. Program will consist of regular presentations (followed by discussion) at monthly professional development faculty meetings.

Consultant will provide a maximum of 10 hours of service at a rate of \$100 per hour for a total not to exceed \$1,000.00

Modification: consultant will provide an additional 4 hours of service at the same rate for a new total not to exceed \$1,400.00

Deliverables:

- Provide staff professional development training on regular basis
- Provide resource information for school staff
- Work with faculty to discuss effectiveness of trainings and plan follow-up activities

Goals:

- Develop classroom teaching strategies for assessment-based cognitive approaches to preparing, implementing and evaluating an effective instructional program.
- School staff gains better understanding of reading comprehension and math reasoning support activities
- School staff gains better understanding of all components of an effective instructional program
- School staff implements effective literacy and mathematics instructional program
- Administrator understands faculty needs and provides targeted support for improvement of instructional program

Requisition No. _____

P.O. No. _____

PROFESSIONAL SERVICES CONTRACT AMENDMENT ROUTING FORM 2011-2012

Directions

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

1. Contractor and OUSD contract originator reach agreement on modification to original contract.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. If contract total amount has increased, the scope of work has changed. OUSD contract originator **creates new requisition with the original PO number referenced in the item description.**
4. OUSD contract originator submits amendment packet to Procurement for approval within two weeks of creating the requisition.

When the contract amendment is approved Procurement will add additional funds to the original Purchase Order.

Attachment Checklist

- Contract amendment packet including Board Memo and Amendment Form
- Amended Scope of work (be specific as to what is changing)
- Copy of original contract

OUSD Staff Contact *Emails about this contract should be sent to:* Nai.schao@ousd.k12.ca.us

Contractor Information

| | | | | | | |
|------------------|----------------------|------------------|-------------------------|-------|----|-----------|
| Contractor Name | Sharon Lynn Anderson | Agency's Contact | Self | | | |
| OUSD Vendor ID # | 1002843 | Title | Instructor | | | |
| Street Address | 3218 E. 23rd Street | City | Oakland | State | CA | Zip 94601 |
| Telephone | (510) 291-6151 | Email | paceprincipal@yahoo.com | | | |

Compensation and Terms – Must be within the OUSD Billing Guidelines

| | | | | | | |
|---------------------------|-------------|--------------------|------------|----------|------------|--|
| Original Contract Amount | \$ 1,000.00 | Original PO Number | P1203036 | | | |
| Amended Amount | \$ 400.00 | New Requisition # | R0202980 | | | |
| New Total Contract Amount | \$ 1,400.00 | Start Date | 10/17/2011 | End Date | 06/29/2012 | |

Budget Information

If you are planning to multi-fund a contract using LEP funds, please contact the State and Federal Office before completing requisition.

| Resource # | Resource Name | Org Key | Object Code | Amount |
|------------|---------------|--------------|-------------|-----------|
| 4035 | Title IIA | 722 4851 204 | 5825 | \$ 400.00 |
| | | | 5825 | \$ |
| | | | 5825 | \$ |

Approval and Routing (in order of approval steps)

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

| | | | | | | | |
|--|--|---|----------------|-----------------|---------------|---------|------|
| 1. | Site Administrator or Manager | Name | William Nownes | Phone | 8792719 | Fax | 8098 |
| | Site / Department | 722 - Patten Academy / 950 - S & F Compliance | | | | | |
| 2. | Signature | <i>William Nownes</i> | | | Date Approved | 4/18/12 | |
| | Resource Manager , if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs | | | | | | |
| 3. | Signature | <i>Suzana Kay</i> | | | Date Approved | 7/19/12 | |
| | Regional or Executive Officer | | | | | | |
| 4. | Signature | <i>[Signature]</i> | | | Date Approved | 1/25/12 | |
| | Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000 | | | | | | |
| 5. | Superintendent or Board of Education <i>Signature on the legal contract</i> | | | | | | |
| Legal Required if not using standard contract | | Approved | | Denied - Reason | | Date | |
| Procurement | Date Received | | | PO Number | P1203036 | | |

1582

THIS FORM IS NOT A CONTRACT



| | |
|---|---------|
| Board Office Use: Legislative File Info. | |
| File ID Number | 12-0343 |
| Introduction Date | 1/25/12 |
| Enactment Number | 12-0158 |
| Enactment Date | 1-25-12 |



**OAKLAND UNIFIED
SCHOOL DISTRICT**

Community Schools, Thriving Students

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) 1-25-12

UH

Subject Professional Services Contract -
Sharon Lynn Anderson Oakland CA (contractor, City State)
722 - Patten Academy / 950 - State & Federal Compliance (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Sharon Lynn Anderson. Services to be primarily provided to 722 - Patten Academy / 950 - State & Federal for the period of 10/17/2011 through 06/29/2012.

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

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

Discussion
One paragraph summary of the scope of work.

The consultant will provide professional development services for school site instructional and administrative staff. The consultant will provide ongoing professional development services that enable instructional staff to provide more effective instructional programs and improve student academic achievement in core curriculum areas (focus on English Language Arts and/or Mathematics).

Recommendation Ratification of professional services contract between Oakland Unified School District and Sharon Lynn Anderson. Services to be primarily provided to 722 - Patten Academy / 950 - State & Federal for the period of 10/17/2011 through 06/29/2012.

Fiscal Impact Funding resource name (please spell out) Title IIA
not to exceed \$1,000.00

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

Professional Services Contract

OUSD Representative:

Name: William Nownes
Site /Dept.: 722 - Patten Academy / 950 - State & Federal Compl
Address: 1025 2nd Ave; Room 112
Oakland, CA 94606
Phone: (510) 879-2719

CONTRACTOR:

Name: Sharon Lynn Anderson
Title: Instructor
Address: 3218 E. 23rd Street
Oakland CA 94601
Phone: (510) 261-6151

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.

4. 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", 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.
-

Sharon Anderson
3218 e. 23rd St.
Oakland, CA 94601
(510) 533-3121 ext. 7769
sharon.anderson@patten.edu

Education

| | |
|---|-------------------------------|
| Capella University Doctor of Philosophy in Education | Minneapolis, MI June, 2008 |
| Patten University Masters of Arts Education | Oakland, CA May, 2001 |
| Holy Names University Clear Teaching Credential | Oakland, Ca May, 1983 |
| Holy Names University Bachelor of Arts | Oakland, Ca May 1976 |
| Patten College Bachelor of Arts | Oakland, CA May 1974 |

Work Experience

| | | | |
|--------------|------------------------------------|------------------------------|--------------|
| 2004-present | Instructor | Patten University | Oakland, CA |
| 2003-Present | Principal | Patten Academy | Oakland, Ca |
| 2003-Present | Coordinator Title I | Patten Academy | Oakland, CA |
| 1996-present | Associate Director of Education | Sylvan Learning Center | Piedmont, CA |
| 1970-2003 | Teacher | Patten Academy | Oakland, CA |
| 1986-present | Co-coordinator | Interschool Math Olympics | Oakland, CA |

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

OUSD Staff Contact: Emails about this contract should be sent to: Nai.schao@ousd.k12.ca.us

Contractor Information

| | | | | | | | |
|--------------------|--|------------------|---|-------|----|-----|-------|
| Contractor Name | Sharon Lynn Anderson | Agency's Contact | Self | | | | |
| OUSD Vendor ID # | 1002843 | Title | Instructor | | | | |
| Street Address | 3218 E. 23rd Street | City | Oakland | State | CA | Zip | 94601 |
| Telephone | (510) 261-6151 | Email | paceprincipal@yahoo.com | | | | |
| Contractor History | Previously been an OUSD contractor? <input 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 | 10/17/2011 | Date work will end | 06/29/2012 | Other Expenses | |
| Pay Rate Per Hour (required) | \$ 100.00 | Number of Hours | 10.00 | Total Contract Amount | \$ 1,000.00 |

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 |
|-----------------|---------------|--------------|-----------------------|-------------|
| 4035 | Title IIA | 722 4851 204 | 5825 | \$ 1,000.00 |
| | | | 5825 | \$ |
| | | | 5825 | \$ |
| Requisition No. | R0201982 | | Total Contract Amount | \$ 1,000.00 |

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract is fully approved and a Purchase Order is issued. Signing this document affirms that to your knowledge services were not provided before a PO was issued.

OUSD Administrator verifies that this vendor does not appear on the Excluded Parties List (<https://www.epis.gov/epis/search.do>)

| | | | | | | |
|-------------|--|---|----------------|-----------------|----------------|----------------|
| 1. | Administrator / Manager (Originator) | Name | William Nownes | Phone | (510) 879-2719 | |
| | Site / Department | 722 - Patten Academy / 950 - State & Federal Compliance | | | Fax | (510) 879-8098 |
| | Signature | <i>William Nownes</i> | | | Date Approved | 10/17/11 |
| 2. | Resource Manager, if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Complementary Learning / After School Programs | | | | | |
| | <input checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA) | | | | | |
| | Signature | <i>Suzana Ray</i> | | | Date Approved | 10/17/11 |
| 3. | Regional Executive Officer | | | | | |
| | <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 | <i>Theresa...</i> | | | Date Approved | 10/18/11 |
| | Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations <input type="checkbox"/> Consultant Aggregate Under \$50,000 | | | | | |
| 5. | Superintendent, Board of Education Signature on the legal contract | | | | | |
| Legal | Required if not using standard contract | Approved | | Denied - Reason | | |
| Procurement | Date Received | | | PO Number | P1202034 | |

1397





OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

HUMAN RESOURCES SERVICES & SUPPORT

September 29, 2011

OUSD USE ONLY

Sharon Anderson
3218 E. 23RD Street
Oakland, CA 94601

RE: Authorization to proceed with consultant contract processing

Dear Sharon Anderson:

This letter is to inform you that you have successfully completed the HRSS pre-consultant review process.

This authorization to proceed shall expire at the conclusion of the 2011-2012 school year. Please note that the District may not proceed with the processing of your consultant contract unless and until you present an original copy of this letter to the administrator requesting your services.

Thank you for your commitment to help support and enhance the educational experience of Oakland students.

Sincerely,

Angelica Ochoa
Site Team Assistant

REC'D OCT 12 2011