

Board Office Use: Legislative File Info.	
File ID Number	18-2640
Introduction Date	01/09/2019
Enactment Number	19-0060
Enactment Date	01/09/2019



Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
SONDRA AGUILERA

Board Meeting Date 01/09/2019

Subject Professional Service Contract
Contractor: Super Stars Literacy, Inc. of Oakland, CA
Services for: 138-MARKHAM

Action Requested and Recommendation Ratification by the Board of Education of a Professional Services Contract between the District and Super Stars Literacy, Inc., Oakland, CA, for the latter to provide: super Stars Literacy will provide extended learning to Markham Students for Level Literacy Intervention for Kindergarten through Grade 2 students who are below grade level; Super Stars will train and support group leaders. Super stars will also engage the community in Family orientation and Family Reading Night for the period of 12/07/2018 through 05/30/2019 in an amount not to exceed \$10,000.00.

Background To impart crucial literacy skills Improve social/emotional development, engage families and caregivers.
(Why do we need these services. Why have you selected this vendor?)

Competitively Bid Was this contract competitively bid? Yes No
If No, List Bid Exception: Professional Services Agreement under \$90.2K

Fiscal Impact Funding Resource name(s) (detailed below) not to exceed \$10,000.00.
Resource Name(s) \$10,000.00 Unrest Supplemental Support

Attachments: Professional Services Contract including Scope of Work

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OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

PROFESSIONAL SERVICES CONTRACT 2018-2019

This Agreement is entered into between Super Stars Literacy, Inc. (CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

1. **Services:** CONTRACTOR shall provide the services ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** The term of this Agreement shall be from 12/07/2018 (or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$90,200.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$90,200.00, whichever is later) to 05/30/2019. The work shall be completed no later than 05/30/2019.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Ten Thousand Dollars and 00/100 Dollars (\$10,000.00) [per fiscal year], at an hourly billing rate not to exceed N/A per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: N/A.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by OUSD and in that case must be replaced by CONTRACTOR without delay.

4. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement.
5. **CONTRACTOR Qualifications / Performance of Services:**
 1. **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.
 2. **Standard of Care:** CONTRACTOR represents 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 and in accordance with applicable law, code, rule, regulation, and/or ordinance.
 - i. CONTRACTOR shall ensure that any individual performing work under the Agreement requiring a California license shall possess the appropriate license required by the State of California. All personnel shall have sufficient skill and experience to perform the work assigned to them.

- ii. CONTRACTOR shall carefully study and compare all documents, findings, and other instructions and shall at once report to District, in writing, any error, inconsistency, or omission that CONTRACTOR or its employees may discover. CONTRACTOR shall use professional efforts in identifying any errors, inconsistencies, or omissions.
- 3. **District Approval.** The work completed herein must meet the approval of OUSD and shall be subject to OUSD's general right of inspection and supervision to secure the satisfactory completion thereof.
- 6. **Certificates/Permits/Licenses/Registration:** CONTRACTOR and all CONTRACTOR's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this agreement.
- 7. **Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- 8. **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: ANITA SUMMERLIN
Site /Dept.: 138-MARKHAM
Address: 7220 Krause Ave
Oakland, CA 94605
Phone: 6393202
Email: anita.summerlin@ousd.org

CONTRACTOR:

Name: Super Stars Literacy, Inc.
Title: Officer (Executive)
Address: 333 Hegenberger Rd. Suite 503
Oakland, CA 94621
Phone: 510-777-0870
Email: carla.j.koren@morganstanley.com

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address.

- 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. 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 (including, but not limited to, Labor Code section 3700) and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.
 - ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage, with limits of at least One Million Dollars (\$1,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured with the additional insured endorsement provided to OUSD within 15 days of effective date of the Agreement (and within 15 days of each new policy year thereafter during the term of this Agreement). Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
 - iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.
- OR**
- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required from OUSD's Risk Management.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.

12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex, sexual orientation, or other legally protected class.
13. **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.

14. **Termination:**

1. **For Convenience by OUSD:** OUSD may at any time terminate this Agreement and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by OUSD shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by CONTRACTOR or no later than three (3) calendar days after the day of mailing, whichever is sooner.
2. **With Cause by District.** OUSD may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:
 - i. material violation of this Agreement by the CONTRACTOR; or
 - ii. any act by CONTRACTOR exposing OUSD to liability to others for personal injury or property damage; or
 - iii. CONTRACTOR is adjudged bankrupt, CONTRACTOR makes a general assignment for the benefit of creditors, or a receiver is appointed on account of CONTRACTOR's insolvency.

Written notice by OUSD shall contain the reasons for such intention to terminate and, unless within three (3) calendar days after that notice the condition or violation shall cease or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, OUSD may secure the required Services from another CONTRACTOR. If the expense, fees, and/or costs to OUSD exceeds the cost of providing the Services pursuant to this Agreement, CONTRACTOR shall immediately pay the excess expense, fees, and/or costs to OUSD upon the receipt of OUSD's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to OUSD.

Upon termination, CONTRACTOR shall provide OUSD with all documents produced maintained or collected by CONTRACTOR pursuant to this Agreement, whether or not such documents are final or draft documents.

15. **Conduct of CONTRACTOR:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR agents who work with students must submit to a tuberculosis risk assessment as required by Education Code 49406 within the prior 60 days. If tuberculosis risk factors are identified, CONTRACTOR agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, the CONTRACTOR agent shall obtain an x-ray of the lungs. At his/her discretion, CONTRACTOR agent may choose to submit to the examination instead of the risk assessment.
 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 contact with OUSD pupils in providing services to the District under this Agreement."

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

16. **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.
17. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR in any manner which is permissible under the law. OUSD's evaluation may include, without limitation:
1. Requesting that OUSD employee(s) evaluate CONTRACTOR and 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).

18. **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.
19. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
20. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

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

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
21. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov>).
22. **Severability:** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
23. **Provisions Required By Law Deemed Inserted:** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
24. **Captions and Interpretations:** Section and paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.
25. **Calculation of Time:** For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.
26. **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 (specifically excluding any underlying pre-existing intellectual property). OUSD may, with CONTRACTOR's prior written consent, use 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.
27. **Audit.** Consultant shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Consultant transacted under this Agreement. Consultant shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Consultant shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Consultant and shall conduct audit(s) during Consultant's normal business hours, unless Consultant otherwise consents.
28. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this Agreement.
29. **Incorporation of Recitals and Exhibits:** Any recitals and exhibits attached to this Agreement are incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.

- 30. **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.
- 31. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
- 32. **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.
- 33. **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.
- 34. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.
- 35. **Indemnification:** To the furthest extent permitted by California law, CONTRACTOR shall indemnify, defend and hold harmless OUSD, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("the Indemnified Parties") from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of or in any way related to the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend the Indemnified Parties from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR arising out of or in any way related to the performance of this Agreement. CONTRACTOR shall, to the fullest extent permitted by California law, defend the Indemnified Parties at CONTRACTOR's own expense, including attorneys' fees and costs, and OUSD shall have the right to accept or reject any legal representation that CONTRACTOR proposes to defend the Indemnified Parties. This provision survives termination of this Agreement.
- 36. **Contract Publicly Posted:** This contract, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.
- 37. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent that formal approval. This Agreement shall be deemed approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT

Sonja Aguilera

12/11/2018

President, Board of Education

Date

Superintendent

Chief or Deputy Chief

Debra M. Brown

1/15/2019 12:0

Secretary, Board of Education

Date

CONTRACTOR

Super Stars Literacy, Inc.

12/13/2018

Contractor Signature

Date

Carla J. Koren, Officer (Executive)

Print Name, Title

Form approved by OUSD General Counsel for 2018-19 FY

EXHIBIT "A" SCOPE OF WORK

[IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES MAY BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

See Attached Scope of Work

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.

Reading levels will go up at least two levels.

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

Please select:

- Action Item included in Board Approved SPSA** (no additional documentation required) – 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.



School Site Scope of Work
Super Stars Literacy, Inc. School Onboarding Agreement
Markham Elementary 2018-19

Introduction

The Memorandum of Understanding (MOU) and the School Site Scope of Work together represent the full agreement and coordination of services between Super Stars Literacy, Inc., the school site and the school site partner. Super Stars Literacy, Inc. , the school site and its school site partners have mutual responsibility in ensuring information listed in this School Site Scope of Work is shared and gathered completely.

The Memorandum of Understanding - establishes the legal and financial agreement between Super Stars Literacy, Inc. and the school site partner. The Memorandum of Understanding is established through the coordination of Super Stars Literacy, Inc.'s Executive Director and the party representing the school site partner that is identified as having oversight of partnership and intervention support services offered to families at a particular school.

School Site Scope of Work is an addendum to the Memorandum of Understanding and articulates specifically the body of work and resources implemented by Super Stars Literacy, Inc. and the role the school site plays in ensuring goals are met and the Super Stars Literacy, Inc. program is implemented with success and fidelity.

Before each school year begins, the Super Stars Literacy, Inc. Program Manager and the school site staff member identified as representing the school site's interests and oversight will meet to complete and compile the information contained in this School Site Scope of Work.

The enforcement of the School Site Scope of Work will be assured by the staff of Super Stars Literacy, Inc. as well as the school site representative staff. Both parties will have collaboration, input and responsibility in this agreement process to ensure the integrity and successful delivery of the Super Stars Literacy, Inc. program.

The Content of the School Site Scope of Work is as follows:

- I.Core Beliefs
- II.Program Objective
- III.Scope
- IV.Task List and Requirements
- V.Costs
- VI.Deliverables
- VII.Addendum

School Site Scope of Work
Super Stars Literacy, Inc. School Onboarding Agreement

1. **Core Beliefs:** Super Stars Literacy, Inc. believes:
 - Every child has the potential to learn and achieve.
 - Every child deserves equal access to resources and opportunities for achievement.

- Both early literacy skills and social/emotional development are critical to success in school and life.
- Learning must be filled with joy, fun and friendship.
- Families and caregivers are integral to children’s literacy development.
- Collaboration with community partners enables student success.
- Effective after-school programs adapt to the school community context and the needs of each child.
- An effective literacy program must complement the classroom experience and be outcomes-oriented and evidence-based.

2. **Program Objective:** Through the implementation of the program, Super Stars Literacy, Inc. will strive to:

- Impart the crucial literacy skills
- Improve social/emotional development
- Engage families and caregivers of all Super Stars students
- Provide equal support and opportunities across all school sites
- Adapt the Super Stars, Inc. program to each school community

3. **Scope:** Super Stars Literacy, Inc. will deliver a literacy intervention program in consideration of the information provided in this School Site Scope of Work at [Markham Elementary](#), herein referred to as “school site” with the support of Super Stars Literacy herein referred to as “school site partner.” The school site is located at: [7220 Krause Ave, Oakland, CA 94605](#).

Super Stars Literacy, Inc. will begin their program on [Monday, January 14, 2019 for Kindergarten, 1st and 2nd grade](#). and conclude their program at the school site on [Monday May 28, 2019](#). The Super Stars Literacy, Inc. program at the school site will welcome students from grades [K-1, 2](#) who are below grade level in reading. Students should have the social and behavioral skills to participate in and be successful in the program. Super Stars Literacy, Inc. staff assigned specifically to the school site will be herein referred to as Group Leaders who will be trained and supervised by Super Stars Literacy, Inc.

The Super Stars Literacy, Inc. program at this school site will take shape into the following components; Daytime Intervention, Extended Learning, and Community Outreach and Engagement. Super Stars Literacy, Inc. will also assess student progress, and will work with the school site’s staff to create a cohesive learning environment.

4. **Task List and Requirements:** To be most efficient and effective, Super Stars Literacy, Inc. has adopted a core operating model to be replicated consistently in every school site, with minor adjustments made to accommodate each school site’s particular needs and resources. Super Stars Literacy, Inc, in coordination with the school site partners will engage in the following:

a. **Group Leaders**

Super Stars Literacy, Inc. will aim to provide 40 hours of initial training before the Group Leaders enter the school site.

Super Stars Literacy, Inc. will continue to train and support Group Leaders through weekly observation-debriefs with a Super Stars Literacy, Inc. Program Manager; ongoing weekly trainings (every Tuesday 9 am to noon from January-May); and periodic additional trainings – dates to be scheduled as the school year progresses. **As such, the Group Leaders will be unavailable to the school site during these times.**

Super Stars Literacy, Inc. Group Leaders are AmeriCorps members serving the community for a fixed living allowance for the duration of the school year. Approximately 80% of their service will be allocated to direct service at the school site. As AmeriCorps members, Group Leader activities are confined by the structure and goals of the Super Stars Literacy, Inc. program. Any and all activities that are not listed within this agreement must be approved by the Program Staff of Super Stars Literacy, Inc. before the Group Leaders may take part.

The school site will support the training and development of Group Leaders through the following:

- i. Provide preparation space in Room [X] from Monday, January 14, 2019 to Friday, May, 31 2019 and from 8:30 a.m. to 6:30 p.m. equipped with locking storage space for personal items and program materials
 - ii. One key per Group Leader to ensure easy access.
 - iii. Access to the following resources
 1. Computer & Internet access: (available)
User access info: Instruct2
Computer Location & Schedule: open
 2. Copy/printer privileges per school guidelines: Group Leaders can use school printers and copiers. SSL will provide 2 boxes of paper during the year. (Copies will be provided by office staff).
 3. Leveled independent and guided reading library materials as available:
 4. Other Teacher Resources i.e. butcher paper, laminator: Available in Teacher Workroom
 - iv. Incorporate Group Leaders in School Site Professional Development
 1. Teacher-Group Leader coordination and student learning goal meetings: SSL Program Manager will communicate with teachers about preferred communication mode and meeting times.
 2. Grade Level meetings
Group Leaders can participate in Grade Level meetings as needed or requested (by PM or Principal)
3. Teacher In-Service Trainings (i.e. non-student days)
SSL Program Manager will check in with Principal before trainings to see what is appropriate. GLs are welcome when topic is relevant. GL's will have two in service training dates (Dates- 1/25/19).

b. Daytime Intervention

Daytime Intervention occurs during regular school site hours from **Monday, February 4, 2019 to Friday, May 24th, 2019**. Super Stars Literacy, Inc. will provide Daytime Intervention up to 10 hours per week per Group Leader. Daytime intervention support will target literacy improvement for Extended Learning participants as well as other students identified by teachers and/or school site leaders. Daytime Intervention will consist of one-on-one or small group literacy instruction. The school site will support Super Stars Literacy, Inc. Daytime Intervention through the following:

- i. Daytime intervention referral lists will include Extended Learning participants to allow comprehensive support to those students.
- ii. Collaboration with Super Stars Literacy, Inc. Program Manager to establish a consistent weekly schedule for each Group Leader ideally within their assigned grade level. *See addendum*
- iii. Offer recommendations to Program Manager & Group Leaders on structure, goals, and appropriate activities which should remain literacy focused.
- iv. The School Site will permit Super Stars Literacy, Inc. to measure progress in students served in Daytime Intervention by either allowing Super Stars Literacy, Inc. to administer assessments to Daytime Intervention students or by providing assessment data compatible with literacy benchmarks.
- v. The School Site will permit Group Leaders to administer Super Stars Literacy selected assessments to Extended Learning students during school day hours.
- vi. Any changes or issues to the Daytime Intervention schedule will be communicated with the Program Manager. i.e. Group Leaders not meeting their daytime intervention schedule.

c. Extended Learning

Super Stars Literacy, Inc. will implement an after school program offering early literacy and social emotional learning experiences. Super Stars Literacy, Inc. will aim for a minimum enrollment of 16 students, per classroom. The program at the school site will consist of three classes segregated by grade level (one Kindergarten, first and second grade. The Extended Learning program will occur daily Monday through Friday. The school site supports the Extended Learning program operating in the following parameters:

- i. Roster – Students referred by school site staff will be considered along a number of factors including the behavioral and literacy support needs and English language proficiency. Super Stars Literacy, Inc. reserves the option to consult with school site staff on students with behavior concerns or Individualized Education Programs (IEP) to assess appropriate fit for the Super Stars Literacy, Inc. program. Student referrals will be made by **literacy coordinator with input of teachers**.
- ii. In order to ensure a cohesive, safe learning environment, the school site and Super Stars Literacy, Inc. agree that continuing eligibility for student enrollment and participation in the Super Stars Literacy, Inc. program will be determined on behavior, attendance and need.
- iii. Students are dismissed and meet on back playground or cafeteria. Snack is served. Each student will receive snack (or place in share bin).
- iv. Minimum Days (Wednesdays) dismissal is at 1:10 pm. Dismissal is also at 1:10 on minimum days. (Note: BACR only serves 1-2. Kindergarten will hold after school in building).
- v. Schedule

	Kindergarten	First Grade	Second Grade
Start Date	2/4/19	2/4/19	2/4/19
End Date	5/30/19	5/30/19	5/30/19
Daily Start Time	2:45	2:45	2:45
Supper Time	2:45 -3:10	2:45 - 3:10	2:45 - 3:10
Recess Time	*TBD	*TBD	*TBD
Snack Time	5:45-6:00	5:45-6:00	
Daily End Time	6:00 (Pick up starting at 5:00)	6:00	
Weekly Minimum Day Start Time	1:25	1:25	
Snack Time Minimum Day	1:25 - 1:50	1:25 - 1:50	
Supper Time Minimum Day	3:00 - 3:30	3:00 - 3:30	
Recess Time Minimum Day	1:50 - 2:20 3:30 - 4:00	1:50 - 2:20 3:30 - 4:00	
Dismissal Minimum Day	5:45-6:00	5:45-6:00	

i. Room Assignments - if classrooms lock, keys will be provided to the assigned Group Leader:

	1/14 - 5/30
<i>Kinder</i>	Room
<i>1st</i>	Room
<i>2nd</i>	Room

- vi. School Staff-Group Leader coordination on student learning goals
Regular meetings will be scheduled between the Literacy Coach/After School Coordinator?, Group Leaders and Program Manager
- vii. Parent/Caregiver contact information for referred students. Contact information will be provided by Office Admin Asst. Super Stars will provide a paper list of requested students.

Timothy Killings, Coordinator of AAfter School Program: Attendance is kept by BACR for other grades. Confirm with Anita the need to share attendance for SSL.

Email: tkillings@bacr.org

(415)410-6372 cell

Custodian can provide access to portables for SSL.

d. Outreach and Engagement - Family, Community, Volunteer

Super Stars Literacy, Inc. will offer specific opportunities to engage the community in the program. Families of Extended Learning participants begin the year with a family orientation and engage in Family Reading Night, family workshops, and other events. Community volunteers are also recruited and trained to provide additional one on one support to students during the Extended Learning program. Corporate volunteers are recruited for one-time enrichment events. The school site supports outreach and engagement through the following:

i. Provide space for parent orientations (Coordinate with After School Coordinator. SSL can use portables or cafeteria.

1. Suggested dates:

2. Translations needed (languages):

ii. Facilitate the use of appropriate school space for quarterly family events and procedures for reserving space See addendum (Coordinate with After School Coordinator)

iii. List of school and district translators enabling SSL to coordinate translation services as needed See addendum

iv. List of existing family support services See addendum

v. List of existing community/volunteer partners. See addendum

e. Student Assessment & Information Sharing

Super Stars Literacy, Inc. implements an annual evaluation plan which tracks two primary student outcomes: literacy growth and social emotional growth. Super Stars Literacy, Inc. implements the DIBELS Next assessment three times a year to assess early literacy and Super Stars Literacy, Inc. adapted DRDP two times a year to assess social emotional learning. Super Stars Literacy, Inc. shares this information midyear and end of year. The school site will support the assessment of students through the following:

. Student Referrals & sharing related assessment data

i. Identify a school site staff member to help coordinate assessment data sharing and literacy goals

1. Literacy - (Ms. Battest or designee from Ms. Summerlin)

2. Extended Day Coordinator ???

3. Office Staff ???

ii. End of year school site staff surveys

iii. End of year school site staff surveys

iv. Student information

1. Student Date of Birth, Full name, parent contact information, district ID numbers,

2. Demographics - including Free/reduced lunch eligibility

3. Language fluency

4. School administered assessment data

5. Attendance records

6. IEP or SST information if applicable

7. Access to student cumulative file and other relevant information

8. Additional related assessment data (BPST results from Beginning of Year)

f. **Cohesive Environment with School Staff**

The Super Stars Literacy, Inc. (SSL) Group Leaders and Program Staff assigned to the school site will offer a collaborative effort to support the school site's priorities on early literacy and social emotional development of students. The school supports a cohesive environment for Super Stars Literacy, Inc. and school site partners through the following:

1. Identifying support staff and their roles across all organizations that participate in the process. *See addendum*
 2. Providing schedules and calendars, i.e. bell schedule *See addendum*
 3. Identifying and defining policies, curriculums and procedures relevant to our program. *Listed in addendum when available*
- a. Snack Procedures
 - b. School site key policy (classroom, restroom, cafeteria) and key access for SSL Group Leaders and Program Manager
 - c. Overview of the school plan including goals on literacy and social emotional development
 - d. Overview of any special funding and requirements tied to that funding. i.e. ASES requires we have to start program first day of school.
 - e. Overview of school-adopted curriculum tools and teaching methodology
 - f. School Site Emergency Plan
 - g. School Site Visitor Policy
 - h. School Site Safety Procedure
 - i. School Site Playground Rules
 - j. School Site Student Behavior Policy
4. Providing opportunities for Super Stars Literacy, Inc. Program Manager and Group Leaders to become familiar with the school site and to introduce the program to the school community in staff meetings, partner meetings and family events prior to the start of the program.
- . Introductory meeting with school staff (Beginning of Calendar Year)
- a. Ongoing - **Grade level PLCs third week of school**
 - a. Group Leader sites visits: **week of January 7-11, 2019.**
 - b. Group Leaders start observations on **Monday, August 20.**
5. Giving Super Stars Literacy, Inc. staff access to the school site communication tools including:
 - . Front office inbox for Super Stars Literacy, Inc. After school closes parents call Mr. Tim for early dismissal.
- a. School Site Staff Email/Newsletter Process:
 - b. Parent Communication Process: SSL can give letters to parents or ask teachers to distribute.
 - c. Robocall Process - **Robocalls available for whole grade or whole school.**
 - d. Other online forms of information dissemination
6. In an effort to ensure optimal program efficiency, the school site and Super Stars Literacy, Inc. staff will plan regular meetings between principal and/or designated teachers or intervention staff member.
- . **Teachers and Program Manager**
- . **Monthly check-in emails (Please provide teacher email addresses and names for K, 1, 2)**
- a. **In person check-ins as needed**
 - a. **Principal and Program Manager**
 - . **Monthly check-in emails**

- a. In person check-ins as needed
 - b. Literacy Coach and Program Manager
 - . Monthly check-in emails
 - a. In person check-ins as needed
 - 7. Collaboration on an escalation path for conflict resolution
 - . Student conflicts
 - a. Group Leader/School site staff conflict
 - 8. Providing schedules and calendars
- V. **Costs:** Super Stars Literacy, Inc. would like to recognize and document the in-kind support provided by the school site. The school site support, including the classrooms, working spaces, in-service education trainings, and event space is vital to the delivery of our program and our mission to give every child the foundation for lifelong learning and achievement. The Super Stars Literacy, Inc. Program Manager will track the in-kind support from each school site detailing the value of in-kind support and will submit the detail for school site confirmation. This documentation will allow us to demonstrate the support provided by the community for the Super Stars Literacy, Inc. program.
- VI. **Deliverables:** With the school site's support, the Super Stars Literacy, Inc. program will ensure the following:
1. Super Stars Literacy, Inc. will staff the school site with 4 Group Leaders to serve an average of 16 students each of 3 classes (1 Kindergarten and 2 1st grade) in the after school portion of the program.
 2. Super Stars Literacy, Inc. will provide an average of 10 hours per Group Leader of one-on-one or small group literacy daytime intervention weekly.
 3. Super Stars Literacy, Inc. will facilitate an average 15 hours of after school literacy programming.
 4. Super Stars Literacy, Inc. will provide annual reporting on school and overall program impact informed by student assessment, school site surveys and family surveys.
 5. Super Stars Literacy, Inc. will recruit an average of 6 ongoing community volunteers to support students in the after school Extended Learning program.
- VII. **Addendum** (these are examples of possible documents – any and all relative policies and procedures from the school site should be included here.)

Super Stars Literacy Documents

- i. Super Stars Literacy, Inc. Staff Contact Key: Anita Summerlin, Carman
- ii. Super Stars Literacy, Inc. Orientation/Family Engagement Event Schedule
- iii. Super Stars Literacy, Inc. Emergency and Safety Procedures
- iv. Super Stars Literacy, Inc. Behavior Policy
- v. Daytime Intervention Schedule with Group Leader assignments
- vi. Group Leader Summary of SOW with Escalation Path
- vii. Group Leader Classroom Use Requirement Checklist (GL facilitated)

Markham Elementary Documents

- viii. School Site Staff Contact Key: Anita Summerlin
- ix. School Site Emergency Plan (Please email)
- x. School Site Calendar (Please email)

- xi.School Visitor Policy
- xii.School Site Student Behavior Policy
- xiii.School Safety Procedures and Playground Rules
- xiv.School Site Banner/Signage regulations
- xv.School Site Space Reservations process
- xvi.School site key policy (classroom, restroom, cafeteria) and key access for SSL Group Leaders and Program Manager

Janitorial issues: Timothy

- xvii.Overview of the school plan including goals on literacy and social emotional development
- xviii.Overview of school-adopted curriculum tools and teaching methodology

BACR ASP Documents

- xix.School Site Snack Procedures
- xx.Overview of any special funding and requirements tied to that funding. i.e. ASES requires we have to start program first day of school.

By signing, the parties agree they are representing their organization and will ensure the support detailed herein is available to ensure the success of the Super Stars Literacy, Inc. program.

School Site Representative(s):

Signature	Printed Name, Title	Date
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Signature	Printed Name, Title	Date
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Super Stars Literacy, Inc. Representative Signature(s):

Signature	Printed Name, Title	Date
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Signature	Printed Name, Title	Date
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Addendum Table of Contents

Super Stars Literacy Documents

- i.Super Stars Literacy, Inc. Staff Contact Key - *See addendum documents*
- ii.[Super Stars Literacy, Inc. Orientation/Family Engagement Event Schedule](#)
- iii.Super Stars Literacy, Inc. Emergency and Safety Procedures
 - 1. [Preventative Safety Procedures](#)
 - 2. [Student Supervision Procedures](#)

3. [Responding to Emergencies](#)
4. [Incident Reporting Procedures](#)
5. [Mandated Reporting Instructions](#)
- iv. [Super Stars Literacy, Inc. Family Handbook](#)
- v. [Daytime Intervention Schedule with Group Leader assignments](#)
- vi. [Daytime Intervention Parameters](#)
- vii. Group Leader Summary of SOW with Escalation Path
- viii. [Group Leader Classroom Use Checklist](#)

Markham Elementary Documents

- ix. School Site Staff Contact Key - *See addendum documents*
- x. School Site Emergency Procedures
 1. Fire
 2. Earthquake
 3. Lockdown
- xi. School Site Calendar
- xii. Bell schedule
- xiii. Daily schedule
- xiv. School Visitor Policy - *Visitors should sign in at the office or be accompanied by a Super Stars staff member*
- xv. *School Site Student Behavior Policy*
- xvi. School Safety Procedures and Playground Rules
- xvii. School Site Space Reservations - Submit Civic Center form to district office
- xviii. School site key policy (classroom, restroom, cafeteria) and key access for SSL Group Leaders and Program Manager - *keys requests to Ms. Ramos*

BARC ASP Documents

- xix. School Site Snack Procedures - *snack handled by BACR (lead agency)*
- xx. Overview of any special funding and requirements tied to that funding. i.e. ASES requires we have to start program first day of school.
 1. Program must start on the first day of school and go until the last day of school with 3 allowed non-program days (set by EBAYC)
 2. SSL has committed to providing an ADA of 20 across the 3 classes.

Super Stars Literacy, Inc. Staff Contact Key

Identifying support staff and their roles across all organizations that participate in the process.

Executive Director

Hollis Pierce-Jenkins

The Executive Director oversees the entire organization and is the main contact for the school site partners especially in the MOU process.

hollis@superstarsliteracy.org

Program Manager

Sabrina Mah

The Program Manager will act as a liaison to the school to ensure effective program implementation, and as such any changes to this document should involve the Program

Manager. i.e. Room changes, Scheduling changes, etc. The Program Manager also is the direct supervisor, mentor and support of the Group Leaders.

sabrina@superstarsliteracy.org

Operations Manager

Kim Caldwell

The Operations Manager oversees policies and procedures as well as handles the HR and financial needs of the organization.

kim@superstarsliteracy.org

Evaluation Manager

The Evaluation Manager collects assessment data, attendance records and survey results to produce the annual and mid-year reports.

Volunteer Coordinator

Desiree Brown

The Volunteer Coordinator organizes Family Engagement Events, onboards volunteers and provides additional support to the program.

dbrown@superstarsliteracy.org

Group Leaders

The Group Leaders are AmeriCorps members who are serving 900 years of community service in a 5 month commitment. They serve directly in the schools.

TBA

Super Stars Literacy, Inc. Staff Contact Key

Identifying support staff and their roles across all organizations that participate in the process.

Principal - Anita Summerlin

Assistant Principal -

Office Manager:

Extended Day Coordinator:

Attendance and Student information:

Medical Officer/Nurse - contact office

Nutrition Officer - contact office

Assessment Data Manager -

- Literacy:
- ELL:

Contact for Daily Intervention coordination -

Maintenance/Custodial Staff

- - Head custodian

Partner contacts - Contact ? for partner information if needed

Primary Group Leader school site contact

Daytime -