13-0957
12000
6/12/13
3-0948,
-12-13U



Enactment Date	6-12-13 (Community Schools, Thriving Student	ks
4.4		
Memo		
То	Board of Education	
10	Tony Smith, Ph.D., Superintendent	
From	By: Maria Santos, Deputy Superintendent, Instruction, Leadership &	
	Equity-in-Action	
	Vernon Hal, Deputy Superintendent, Business & Operations	
December 11 - 12 - 12 - 12 - 12 - 12 - 12 - 12	1 10 12	
Board Meeting Date	6-12-13	
(To be completed by Procurement)		
Subject	Professional Services Contract Amendment - 3	
	Yari A. Ojeda Sandel Lafayette CA (Contractor, City/State) -	
	922/Family, School, and Community Partnerships Department (site/department)	
Action Requested	Ratification by the Governing Board of the amendment to the professional services	
Action Requested	contract between the District and Yari A. Ojeda Sandel	
	Services to be primarily provided to 922/Family, School, and Community Partnershi for	
	the period of09/01/2012 through06/30/2013, in an amount not to exceed	
	\$ <u>4,060.00</u>	
Background	The Oakland Fund for Children and Youth (OFCY) Grant, provided by the City of Oakland, funds the District to implement a	
A one paragraph	conflict resolution program for eight participating OUSD middle schools- Bret Harte, Claremont, Edna Brewer, Elmhurst Community Prep, Frick, James Madison, Montera, and Westlake Middle Schools. The OUSD Conflict Resolution program support	orte
explanation of why	the Districts goal of reducing racially disproportionate discipline (DMC) by resolving conflicts between students which may	
an amendment is	otherwise result in fights and subsequent suspensions. Conflict resolution has efficacy as an alternative to suspension and is a key component of the District's comprehensive violence prevention plan for middle schools. Specific grant activities include hiring	
needed.	Conflict Mediation Coordinators to train and coach students to use communication and problem-solving skills to assist their peers	in
	managing and resolving interpersonal conflict.	
Discussion	Ratification by the Board of Education of Amendment No. 3 of the Professional Services Contract between District	
One paragraph	and Yari Sandel, Lafayette, CA, for the latter to provide 140 additional hours of service as the middle school Confli	
summary of the	Mediation Coordinator at one of the eight schools, Montera Middle School. The increased hours will allow for the	
amended scope of	consultant to work longer with youth and support them developing and facilitating restorative justice workshops wi other students. Under the direction of the Program Manager for Restorative Justice and in coordination with the sit	
work.	administrators, the consultant will recruit, train and oversee a representative group of students reflective of the racia	
	ethnic, and academic diversity of the school for the period of September 1, 2012 through June 30, 2013, in the	
	amount of \$4,060.00, increasing the agreement from \$38,454.00 to a not to exceed amount of \$42,514.00.	
Recommendation	Ratification by the Governing Board of the amendment to the professional services	
	contract between the District and Yari A. Ojeda Sandel	
	Services to be primarily provided to 922/Family School and Community Partnersh, for	

contract between the District and Yari A. Ojeda Sandel

Services to be primarily provided to 922/Family, School, and Community Partnersh for the period of 09/01/2012 through 06/30/2013, in an amount not to exceed \$4,060.00

Fiscal Impact

Funding resource name (please spell out) \_\_\_\_\_\_\_not to exceed \$4,060.00

Attachments

- Contract Amendment
- · Copy of original contract

Board Office Use: Leg	islative File Info.
File ID Number	13-0857
Introduction Date	6/12/13
Enactment Number	1310948,
Enactment Date	6-12-134



Community Schools, Thriving Students

# AMENDMENT NO. 3 TO PROFESSIONAL SERVICES CONTRACT

а	and	This Ame ari A. Ojeda Sanc	endment is entered into between the contraction of	. OUSD entered i	into an Agreemer	strict (OUSD)  It with CONTRACTOR for services on and that Agreement as follows:
1.	expected f	pe of work has ch	scope of work has <u>changed</u> .  anged: Provide brief descr services, materials, products <u>ched.</u> <b>OR</b> , The CONTRAC	ription of revised s, and/or reports;	scope of work in	ing source has changed.  ncluding a measurable description of pages as necessary.  ng amended services:
2.	If the	term has change	erm of the contract is <u>unchan</u> ed: The contract term is e ation date is	extended by an a		contract has <u>changed</u> (days/weeks/months),
3.			ontract price is <u>unchanged</u> .	_	The contract price	ce has <u>changed</u> .
	If the		as changed: The contract \$ 4,060.00	•	•	
		_	f \$to	_		
	and t		tal is			_dollars (\$42,514.00)
4.				greement, and	prior Amendme	nt(s) if any, shall remain unchanged
5.		ent History:	as originally stated.			
Э.		-	amendments to this Agreem	nent. 🔳 This con	tract has previous	sly been amended as follows:
	No.	Date		tion of Reason for		Amount of Increase (Decrease)
	1	03/01/2013	Provide service to	the Conflict Reso	lution Program	\$ 4,060.00
					-	\$
						\$
Ī	Signature    OAKLAND    President  Superinte	JNIFIED SCHOOL I	DISTRICT  tos Date	CONTR	de to Contractor de Interim Super ACTOR de Contractor Signature A. O ame, Title	until it is approved. Approval requires rintendent as their designee.  Jeda Sandel Consultant
- 1	Edgar Rakes Bo <b>sierbifted</b>	straw, Jr., Secretary Ication	Date			

Certified: Palewinew Assistance Control P1302340

Board of Education G-13-13

Edgar Rakestraw, Jr., Secretary

Board of Education

#### **EXHIBIT "A" Scope of Work**

#### DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR'S entire Proposal is <u>not</u> 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 <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Ratification by the Board of Education of Amendment No. 3 of the Professional Services Contract between District and Yari Sandel, Lafayette, CA, for the latter to provide 140 additional hours of service as the middle school Conflict Mediation Coordinator at one of the eight schools, Montera Middle School. The increased hours will allow for the consultant to work longer with youth and support them developing and facilitating restorative justice workshops with other students. Under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators, the consultant will recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of September 1, 2012 through June 30, 2013, in the amount of \$4,060.00, increasing the agreement from \$38,454.00 to a not to exceed amount of \$42,514.00.

#### SCOPE OF WORK

		-		
Ya	ari A. Ojeda Sandel	will provide a ma	aximum of 140.00 hou	rs of services at a rate of \$29.00 per hour for a
tota	al not to exceed \$	Services are anticipated to	begin on <u>09/01/2012</u>	and end on <u>06/30/2013</u> .
1.		ces to be Provided: Provid		service(s) the contractor will provide. Be specific
	collaborating with site sethnic, and academic di mediation process, effer pairs to help peers invo coach the peer mediator	staff to identify and recruit 5- iversity of the school. The Coctive communication, proble lived in a dispute to resolve the rs to conduct an average of 2	-10 peer mediators (1 onsultant will provide m solving and restorate ir differences and reduced to the conflict mediation of the conflict mediators (1 on the c	le School conflict resolution program by I-14 years old) that reflect the racial, these students with training in the tive practices. Peer mediators will work in epair their relationship. The Consultant will ons, and support the school site in creating the framework of restorative practices.
2.	result of the service(s): 1 children are attending schemany more Oakland child	) How many more Oakland clool 95% or more? 3) How many ren have access to, and use,	nildren are graduating i more students have m the health services they	of this Contract? Be specific. For example, as a from high school? 2) How many more Oakland eaningful internships and/or paying jobs? 4) How need? Provide details of program participation THE GOALS OF THE SITE OR DEPARTMENT.
	to conflict mediation so Conflict Resolution pr • 5-10 Peer mediators in the personal feelings and participation within the college and future care • Conflict Resolution educe	services. In previous years, almorogram augments other efforts we he program will learn how to: be needs, listen without taking side it school community. These eleers.	ost 100% of these stude within OUSD to reduce be a peer leader, practice es, problem-solve, imprefforts support students in attegy to reduce racially	ers to learning due to conflict and connect them into have graduated from high school. The truancy and foster academic achievement.  The effective communication skills, express ove school climate, and gain experience in civic in the program to be prepared for success in disproportionate discipline. The strategy also feeling of safety and support in participating
3.	schools and aid in rais  Alignment with Dist	sing attendance and graduation	rates.	supported by the services of this contract:
	(Check all that apply.)  Ensure a high quality i	nstructional core	✓ Prepare	students for success in college and careers
	✓ Develop social, emotion			althy and supportive schools
	Create equitable oppo			able for quality
	☐ High quality and effect	ive instruction	☐ Full serv	ice community district

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# 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.

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## **AMENDMENT ROUTING FORM**

2012-2013

		PR	OFESS	IONAL S	SERVICE	s Co	NTRA	ст <u>Ам</u>	1ENE	OME	NT N	lo. <u>3</u>	_
						to a stand							
Servi	ces beyond t	the origina	al contrac	t cannot be	provided un	irection	mendm	ent has b	een ful	ly appr	oved a	nd the Purc	hase Order
	amount has been increased by Procurement.  1. Contractor and OUSD contract originator reach agreement on modification to original Scope of Work.												
1	. Contracto 2. Insert th	e emendm	ont numbe	en (i.e. if thi	e ie the fire	t amond	ment en	ter "1 " s	econd e	nter "2	"etc)	at the ton	of the
•	amendmei		eni numbe	sr (i.e. ii iiii	3 13 1116 111 3	umena	ineni en	101 1, 30	econa e		., 0.0.,	ar mo rop	01 1110
	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.												
	1. OUSD co	n with the	e original	bmite amon	dment nacke	et to Pro	cureme	at for ann	roval w	ithin tu	NO Week	s of creati	na the
•			ginator su	Diffilia differi	umem packe	. 10110	cui entei	ii ioi app	71 0 1 41 11		10 11001		
M/ha	requisition the contra	rı. et amandı	nant is a	annovad Pro	curement w	ill add a	addition	al funds	to the	origina	l Purch	ase Order	
	hment	Con	tract amer	ndment pack	et including	Board M	emo and	Amendm	ent For	m dana bi	مم منطف	naultant )	
Chec	klist	■ Ame	ended Sco	pe of work ( oved copy of	Be specific a	s to wna	vae bae	nai work is	s being	aone by	y triis co	msultant.)	
ousi	Staff Contact	Emails ab	out this cor	tract should b	e sent to: (Re	equired)	diar	ne.warren	@ousd.	k12.ca.	us		
	Otali Control								0 0000				
					Contrac								
	ractor Name		Ojeda Sar	ndel			's Conta		ultont				
	D Vendor ID #			A A + A - H 4 O		Title	1 -6	-	ultant	State	CA	Zip 94	540
	et Address			et Apt. #18		City	Lafaye				UA	Zip   35	-0-10
lelep	ohone	(512) 3	63-7363			Email	yaos@	almuni.ls.	berkele	y.eau			
		Co	mpensat	tion and Te	erms – Mus	st be wi	ithin the	OUSD	Billing	Guide	lines		
Origi	nal Contract A		\$ 38,454				I PO Nui					302340	
	nded Amount		\$4,060.0		-		equisitio				Bos	316213	
	Total Contrac	+ Amount			-	Start D		/01/2012		Fn	d Date	06/30/201	3
			\$ 42,514		-					140.		00/00/201	
Pay	Rate Per Hour	(Required)	29.00					rs (Required)	)	140.	.00		
	If you are p	planning to r	multi-fund a	contract using			mation ntact the S	State and F	ederal O	ffice <u>bef</u>	ore comp	oleting requis	ition.
Re	esource #	Resource	Name		Or	g Key			C	bject C	ode	Am	ount
	9121	OFCY Co	onflict		9221	511311				5825	5	4,060.00	
		Resolut								5825		5	
										5825		\$	
					l and Routir	.5 1							
incre	ional services a ased by Procure	ement.											
Ш	OUSD Admin	istrator ver	ifies that t	his vendor d	oes not appe	ear on the	e Exclud	ed Parties			ww.epis		
	Site Administ	rator or Ma	nager		arbara McClu			Phone	27315			Fax 2731	501
1.	Site / Departm	ent		922/Famil	y, School, ar	d Comm	nunity Pa	rtnerships	Depar	tment			
	Signature T	Scel	000	225				Date App	proved	-	16	13	
	Resource Ma	nager, if usi	ng funds m	anaged by	State and Federa	d □Qualit	y, Communi	ty, School De	velopment	Famil	y, Schools	and Community	/ Partnerships
2.	Signature							Date App	proved				180
	Signature	/				2		Date App	proved				
	Regional or E	xecutive O	fficer		1		0				1,	1	
3.	Signature (		Cui	in	Sla	up	7	Date App	roved	41	1/6/	13	
$\vdash$	Deputy Super	rintendent	nstruction	al Leadersbin	/ Deputy Su	perintend	ent Busi			Consult	ant Aggre	gate Under []	Over <b>\$50,000</b>
4.	Signature	m	MIN. I	1	10			Date App		5	-9-	2013.	
5.	Superintende			10000		contract							
				_									

Approved

Denied - Reason

PO Number

Procurement

Legal Required if not using standard contract

Date Received

Board Office Use: Le	gislative File Info.
File ID Number	13-0725
Introduction Date	6/12/13
<b>Enactment Number</b>	13-0944
Enactment Date	6-12-1361



Community Schools, Thriving Students

## Memo

Memo							
То	Board of Education Tony Smith, Ph.D., Superintendent By: Maria Santos, Deputy Superintendent, Instruction, Leadership &						
From	By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action Vernon Hal, Deputy Superintendent, Business & Operations						
Board Meeting Date (To be completed by Procurement)	6-12-13						
Subject	Professional Services Contract Amendment - 2  Yari A. Ojeda Sandel Lafayette CA (Contractor, City/State) - 211/Montera Middle School (site/department)						
Action Requested	Ratification by the Governing Board of the amendment to the professional services contract between the District and Yari A. Ojeda Sandel						
	Services to be primarily provided to 211/Montera Middle School for						
	the period of <u>09/01/2012</u> through <u>06/30/2013</u> , in an amount not to exceed \$ 3,393.00						
Background A one paragraph explanation of why an amendment is needed.	The Oakland Fund for Children and Youth (OFCY) Grant, provided by the City of Oakland, funds the district to implement a conflict resolution program in 8 OUSD middle schools. The OUSD Conflict Resolution program supports the districts goal of reducing racially disproportionate discipline (DMC) by resolving conflicts between students which may otherwise result in fights and subsequent suspensions. Conflict resolution has efficacy as an alternative to suspension and is a key component of the District comprehensive violence prevention plan for middle schools. Specific grant activities include hiring Conflict Mediation Coordinate to train and coach students to use communication and problem-solving skills to assist their peers in managing and resolving interpersonal conflict.						
Discussion One paragraph summary of the amended scope of work.	Ratification by the Board of Education of Amendment No. 2 of the Professional Services Contract between District and Yari Sandel, Lafayette, CA, for the latter to provide 117 additional hours of service as the middle school Conflict Mediation Coordinator at one of the eight schools, Montera Middle School. The increased hours will allow for the consultant to work longer with youth and support them developing and facilitating restorative justice workshops with other students. Under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators, the consultant will recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of September 1, 2012 through June 30, 2013, in the amount of \$3,393.00, increasing the agreement from \$35,061.00 to a not to exceed amount of \$38,454.00.						
Recommendation	Ratification by the Governing Board of the amendment to the professional services contract between the District and Yari A. Ojeda Sandel						
	Services to be primarily provided to 211/Montera Middle School for the period of 09/01/2012 through 06/30/2013, in an amount not to exceed \$3,393.00						
Fiscal Impact	Funding resource name (please spell out) 0000/Conflict Resolution Donation						
i iscai inipact	not to exceed \$3,393.00						

#### **Attachments**

- Contract Amendment
- Copy of original contract

Board Office Use: Legislative File Info.									
File ID Number	13-0725								
Introduction Date	6/12/13								
<b>Enactment Number</b>	13-109440								
Enactment Date	6-12-1301								



Community Schools Thriving Students

# AMENDMENT NO. 2 TO PROFESSIONAL SERVICES CONTRACT

ope of work has chai final results, such as se id scope of work attach	cope of work has <u>changed</u> .  nged: Provide brief description arvices, materials, products, and/oned. <b>OR</b> , The CONTRACTOR are	or reports; attach additional pag-	ding a measurable description of es as necessary.
final results, such as se ed scope of work attach	ervices, materials, products, and/o	or reports; attach additional pag-	es as necessary.
luration): 🔳 The ten	m of the contract is <u>unchanged</u> .	☐ The term of the con	tract has <u>changed</u> .
term has changed	: The contract term is extende		(days/weeks/months),
sation:	stract price is unchanged.	■ The contract price h	as changed.
	_		
nent History:		This contract has previously b	
Date	General Description of	Reason for Amendment	Amount of Increase (Decrease)
02/27/2013	Provide service to the Co	onflict Resolution Program	\$ 3,393.00
			\$
			\$
by the State Adminis	trator, the Board of Education,	contractor Signature	il it is approved. Approval requires endent as their designee.
	the amended expiration:  The compensation has Increase of \$ Decrease of \$ the new contract tota  In force and effect as the new contract tota  Date  02/27/2013  This Agreement is by the State Administration:	sation: The contract price is unchanged.  compensation has changed: The contract price in the contract total is the new contract total is the new contract total is the provisions of the Agreer in the contract as originally stated.  The compensation has changed: The contract price in the contract price in the contract price in the contract price in the contract price is unchanged.  The contract	the amended expiration date is  Isation:  The contract price is unchanged.  The contract price is amended by  Increase of \$ 3.393.00 to original contract amount

#### **EXHIBIT "A" Scope of Work**

#### DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR'S entire Proposal is <u>not</u> 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 <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Ratification by the Board of Education of Amendment No. 2 of the Professional Services Contract between District and Yari Sandel, Lafayette, CA, for the latter to provide 117 additional hours of service as the middle school Conflict Mediation Coordinator at one of the eight schools, Montera Middle School. The increased hours will allow for the consultant to work longer with youth and support them developing and facilitating restorative justice workshops with other students. Under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators, the consultant will recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of September 1, 2012 through June 30, 2013, in the amount of \$3,393.00, increasing the agreement from \$35,061.00 to a not to exceed amount of \$38,454.00.

SCOPE OF WORK

Yari A. Ojeda Sandel	will provide a may	imum of 117 00 hou	rs of services at a rate of \$29.00 per hour for a
	3.00 Services are anticipated to I		
	Services to be Provided: Provided: OUSD is purchasing and what this Co		service(s) the contractor will provide. Be specific
collaborating with ethnic, and acader mediation process pairs to help peers coach the peer me	site staff to identify and recruit 5-1 nic diversity of the school. The Co , effective communication, problem involved in a dispute to resolve the diators to conduct an average of 20	O peer mediators (1 nsultant will provide a solving and restoration differences and re-35 conflict mediation.	le School conflict resolution program by l-14 years old) that reflect the racial, e these students with training in the tive practices. Peer mediators will work in epair their relationship. The Consultant will ons, and support the school site in creating e framework of restorative practices.
result of the service children are attending many more Oakland	e(s): 1) How many more Oakland chi g school 95% or more? 3) How many I children have access to, and use, th	Idren are graduating more students have me health services they	of this Contract? Be specific. For example, as a from high school? 2) How many more Oakland eaningful internships and/or paying jobs? 4) How need? Provide details of program participation THE GOALS OF THE SITE OR DEPARTMENT.
to conflict medi. Conflict Resolu  5-10 Peer mediator personal feeling	ation services. In previous years, almostion program augments other efforts with in the program will learn how to: be and needs, listen without taking sides thin their school community. These efforts	st 100% of these stude ithin OUSD to reduce a peer leader, practice s, problem-solve, impr	ers to learning due to conflict and connect them into have graduated from high school. The truancy and foster academic achievement. The effective communication skills, express ove school climate, and gain experience in civic in the program to be prepared for success in
<ul> <li>Conflict Resolution includes implem</li> </ul>	n education is part of the District's strai	gram will increase the	disproportionate discipline. The strategy also feeling of safety and support in participating
3. Alignment with (Check all that apply.)	District Strategic Plan: Indicate	the goals and visions	supported by the services of this contract:
	uality instructional core		students for success in college and careers
✓ Develop social, expension of the property of the propert	emotional and physical health		althy and supportive schools
Create equitable	opportunities for learning	Account	able for quality

Full service community district

Page 5 of 6 Rev. 6/22/11 v3

High quality and effective instruction

# 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 of the modification. 4. Sign-in sheet for meeting in which the SPSA modification was approved.

Rev. 6/22/11 v3 Page 6 of 6



#### CERTIFICATE OF LIABILITY INSURANCE

ELB R022

DATE (MM/DD/YYYY) 01-15-2013

THIS CERTIFICATE 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 ADDITIONALINSURED, the policy(ies) must be endorsed. If SUBROGATIONIS 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 liqu of such endorsement(s)

certificate holder in lieu of such endo		,		CONTACT NAME:		-				
IRENE C HERMAN INSURA 556510 P:(866)467-873				PHONE (A/C, No, Ext): (86	6)467-873	0 FAX (A/C, No):	(866)	905-0457		
PO BOX 33015				ADDRESS:  INSURERISI AFFORDING COVERAGE NAIC#						
SAN ANTONIO TX 78265				INSURER A: Sentinel Ins Co LTD						
INSURED	-			INSURER B:						
				INSURER C :						
YARI OJEDA SANDEL				INSURER D :						
3520 BROOK ST APT 18				INSURER E :						
LAFAYETTE CA 94549				INSURER F:						
COVERAGES CER	TIFIC	ATE	NUMBER:		REV	ISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIE INDICATED. NOTWITHSTANDING ANY F CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	PER POLI	TAIN,	ENT, TERM OR CONDITION THE INSURANCE AFFORE LIMITS SHOWN MAY HAVE	OF ANY CONTRACTOR BY THE POLICE BEEN REDUCED BY	CT OR OTHER IES DESCRIBED PAID CLAIMS	DOCUMENT WITH RESPECT TO	T TO V	VHICH THIS		
INSR LTR TYPE OF INSURANCE	ADDI INSR	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	5			
GENERAL LIABILITY  COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)		000,000		
CLAIMS-MADE X OCCUR						MED EXP (Any one person)	\$ 10	,000		
A X General Liab			57 SBM BB3368	10/13/2012	10/13/2013	PERSONAL & ADV INJURY	\$ 1,0	000,000		
						GENERAL AGGREGATE		000,000		
GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG		000,000		
POLICY PRO- X LOC							8			
AUTOMOBILE LIABILITY						(Ea accident)				
1.000.0070						BODILY INJURY (Per person)				
ANY AUTO ALL OWNED SCHEDULED						BODILY INJURY (Per accident)				
AUTOS AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	•			
UMBRELLA LIAB DCCUR						EACH OCCURRENCE	\$			
EXCESS LIAB CLAIMS-MADE	E					AGGREGATE				
DED RETENTION \$										
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU- TORY LIMITS OTH- ER				
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	NIA					E.L. EACH ACCIDENT	8			
(Mandatory in NH) If yee, describe under		-				E.L. DISEASE - EA EMPLOYEE				
DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT				
	-									
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE Those usual to the In					uired)					
CERTIFICATE HOLDER				CANCELLATION						
Oakland Unified Schoo	1 1	ois	trict	BEFORE THE E	ACCORDANCE	VE DESCRIBED POLICIE: ATE THEREOF, NOTICE E WITH THE POLICY PI	WILL	BE		
1025 2ND AVE OAKLAND, CA 94606					- Mail	low				

#### Search Results

#### Current Search Terms: Yari\* Ojeda\* sandel\*

No records found for current search.

SAM | System for Award Management 1.0

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

IBM v1.837.20130402-1804







Page 1 of 1



#### nity Schools, Thriving Students

## AMENDMENT ROUTING FORM 2012-2013

## PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 2

					Direct	ions				
Serv	rices beyond	the origina	al contrac	t cannot be provide	d until th	e amen	dment ha	s been fu	illy approved	and the Purchase Order
	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 Scope of Work.  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.									
Che	Attachment Checklist Checklist Contract amendment packet including Board Memo and Amendment Form Amended Scope of work (Be specific as to what additional work is being done by this consultant.)  A Board Approved copy of the original contract and any prior Amendments.  OUSD Staff Contact  Checklist  Contract amendment packet including Board Memo and Amendment Form  Amendment Form  A Board Approved copy of the original contract and any prior Amendments.  OUSD Staff Contact  Checklist  Contract amendment packet including Board Memo and Amendment Form  A Board Approved copy of the original contract and any prior Amendments.  OUSD Staff Contact  Checklist  Contract amendment packet including Board Memo and Amendment Form  A Board Approved copy of the original contract and any prior Amendments.  OUSD Staff Contact  Checklist  Contract amendment packet including Board Memo and Amendment Form  A Board Approved copy of the original contract and any prior Amendments.									
003	D Stall Collide	E Enkilo do	0011110 001				NE - Second	iene ousc	J.KTE.Ga.us	
Car	broater News	Vot A	Ojeda Sar		ractor I	ntorma				
	tractor Name			naei	Title	icy s co		onsultant		
-	et Address			et Apt. #18	City	Lafa	ayette		State CA	Zip 94549
Tele	phone	(512) 3	63-7363		Ema	l yao	s@almun	i.ls.berkel	ey.edu	
		Co	mpensat	tion and Terms – I	Must be	within	the OUS	D Billing	g Guideline	5
Orig	inal Contract /	Amount	\$ 35,061	1.00	Orig	nal PO	Number		F	21302340
Ame	nded Amount		\$ 3,393.0	00	New	Requis	ition#		F	R0315197
New	Total Contrac	t Amount	\$ 38,454	l.00	Star	Start Date 09/01/2012			End Dat	te 06/30/2013
Pay	Rate Per Hou	r (Required)	29.00	0	Num	ber of H	lours (Requ	ilred)	117.00	
	if you are	nianning to r	nulti-fund a	Bu contract using LEP fund	dget Inf			nd Federal	Office before co	empleting requisition.
R	esource #	Resource			Org Key				Object Code	Amount
	0000	Unrestric	cted	2	1111101	01			5825	\$ 3,393.00
		Instruction	onal						5825	\$
									5825	\$
				Approval and Ro	uting (in	order o	f annrova	al stens)		
	ased by Procur	ement.		amount cannot be provid	ed before	the amen	dment is fu	ally approve		hase Order amount has been bis.gov/epis/search.do)
	Site Adminis			Name Dr. Tina Tra			Pho			Fax 5316354
1.	Site / Departm			211/Montera Middle						
	Signature	1					Date	Approved		
	Resource Ma	ager, if usi	g funds ma	anaged by: State and Fe	ederal Qu	ality, Comr	nunity, Schoo	l Developmer	nt Family, Scho	ols, and Community Partnerships
2.	Signature		1		/			Approved		
	Signature	-	1	A		1	Date	Approved		41,61,-
3.	Regional or E	xecutive O	Higer	- Ha	11		20	do	2/10/	1 1 18/13
	Signature Supp	rintendent l	netruction	al Leadership / Deputy		endent R		Approved	Consultant Age	gregate Under □, Over □\$50,000
4.	Signature	Mari		) Cintar	Japanin	- Addit D		Approved		2013
5.	- House to the same of the sam		-	tion Signature on the le	gal contra	t	Date	- приочеси		
							Denie	ed - Reasor	1 _	Date
	Legal Required if not using standard contract   Approved   Denied - Reason   Date   Procurement   Date Received   PO Number									

Board Office Use: Le	gislative File Info.
File ID Number	13-0221
Introduction Date	2/12/13
<b>Enactment Number</b>	13-10374
Enactment Date	2-27-13 01



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

<b>Board Meeting Date</b>
(To be completed by
Procurement)

2-27-13

Subject

Professional Services Contract Amendment -

<u>Yari A. Ojeda Sandel</u> <u>Lafayette</u> <u>CA</u> (Contractor, City/State) - 922/Family, School, and Community Partnerships Department (site/department)

**Action Requested** 

Ratification by the Governing Board of the amendment to the professional services

contract between the District and Yarl A. Ojeda Sandel

Services to be primarily provided to <u>922/Family</u>, <u>School</u>, and <u>Community Partnershi</u> for the period of <u>09/01/2012</u> through <u>06/30/2013</u>, in an amount not to exceed \$ 3.393.00

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

The Oakland Fund for Children and Youth (OFCY) Grant, provided by the City of Oakland, funds the district to implement a conflict resolution program in 8 OUSD middle schools. The OUSD Conflict Resolution program supports the districts goal of reducing racially disproportionate discipline (DMC) by resolving conflicts between students which may otherwise result in fights and subsequent suspensions. Conflict resolution has efficacy as an alternative to suspension and is a key component of the District's comprehensive violence prevention plan for middle schools. Specific grant activities include hiring Conflict Mediation Coordinators to train and coach students to use communication and problem-solving skills to assist their peers in managing and resolving interpersonal conflict.

Discussion
One paragraph
summary of the
amended scope of
work.

Ratification by the Board of Education of Amendment No. 1 of the Professional Services Contract between District and Yari Sandel, Lafayette, CA, for the latter to provide 117 additional hours of service as the middle school Conflict Mediation Coordinator at one of the eight schools, Montera Middle School. The increased hours will allow for the consultant to work longer with youth and support them developing and facilitating restorative justice workshops with other students. Under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators, the consultant will recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of September 1, 2012 through June 30, 2013, in the amount of \$3393.00, increasing the agreement from \$31,668.00 to a not to exceed amount of \$35,061.00.

Recommendation

Ratification by the Governing Board of the amendment to the professional services contract between the District and Yari A. Ojeda Sandel

Services to be primarily provided to 922/Family, School, and Community Partnersh for the period of 09/01/2012 through 06/30/2013, in an amount not to exceed

\$ 3,393.00

Fiscal Impact

Funding resource name (please spell out) Conflict Resolution Donation

\_not to exceed \$ 3,393.00

**Attachments** 

- Contract Amendment
- Copy of original contract

Board Office Use: Legislative File Info.					
File ID Number	13-022				
Introduction Date	2 5713				
<b>Enactment Number</b>	13-10379				
Enactment Date	2-27-13 4				



Community Schools, Thriving Students

# AMENDMENT NO. 1 TO PROFESSIONAL SERVICES CONTRACT

	Services:	_	The scope of work has <u>changed</u> .		ding source has changed.
	expected fi	inal results, such	s changed: Provide brief description n as services, materials, products, and/ attached. OR, The CONTRACTOR a	or reports; attach additional	pages as necessary.
	Terms (du	uration): 🔳 Tr	ne term of the contract is unchanged.	☐ The term of the	contract has <u>changed</u> .
	If the	term has cha	nged: The contract term is extend representation date is	ed by an additional	
	-		ne contract price is unchanged.		ce has <u>changed</u> .
	if the	4440	n has changed: The contract price	•	
		■ Increase	of \$ <u>3,393.00</u> to originate of \$to originate of \$	inal contract amount	
				Hal contractamount	
	and th				dollars (\$35.061.00
i	Remainin and in full	ne new contracting Provisions:	All other provisions of the Agreen ct as originally stated.	y One	
i	Remainin and in full Amendme	ne new contracting Provisions: force and effect History:	All other provisions of the Agreen ct as originally stated.  ous amendments to this Agreement.	y One nent, and prior Amendme	ent(s) if any, shall remain unchang sly been amended as follows:  Amount of
i	Remainin and in full Amendme	ne new contracting Provisions: force and effect History: ere are no previous	All other provisions of the Agreen ct as originally stated.  ous amendments to this Agreement.	y One nent, and prior Amendme This contract has previous	ent(s) if any, shall remain unchang
i	Remainin and in full Amendme	ne new contracting Provisions: force and efferent History: ere are no previous	All other provisions of the Agreen ct as originally stated.  ous amendments to this Agreement.	y One nent, and prior Amendme This contract has previous	siy been amended as follows:  Amount of Increase (Decrease)
i	Remainin and in full Amendme	ne new contracting Provisions: force and efferent History: ere are no previous	All other provisions of the Agreen ct as originally stated.  ous amendments to this Agreement.	y One nent, and prior Amendme This contract has previous	ship shall remain unchang sly been amended as follows:  Amount of Increase (Decrease)
04	Remainin and in full Amendme Th No.  Approval: signature bakkLAND U	ne new contracting Provisions: force and efferent History: ere are no previous  Date  This Agreeme	All other provisions of the Agreenct as originally stated.  Ous amendments to this Agreement.  General Description of  Int is not effective and no payment shainistrator, the Board of Education,  DL DISTRICT  1-29-2013  Date	nent, and prior Amendme This contract has previous Reason for Amendment	siy been amended as follows:  Amount of Increase (Decrease)  \$  until it is approved. Approval requires

#### **EXHIBIT "A" Scope of Work**

### DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR'S entire Proposal is <u>not</u> 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 <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Ratification by the Board of Education of Amendment No. 1 of the Professional Services Contract between District and Yari Sandel, Lafayette, CA, for the latter to provide 117 additional hours of service as the middle school Conflict Mediation Coordinator at one of the eight schools, Montera Middle School. The increased hours will allow for the consultant to work longer with youth and support them developing and facilitating restorative justice workshops with other students. Under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators, the consultant will recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school for the period of September 1, 2012 through June 30, 2013, in the amount of \$3393.00, increasing the agreement from \$31,668.00 to a not to exceed amount of \$35,061.00.

#### SCOPE OF WORK

Ya	ri A. Ojeda Sandel	will provide a max	mum of $117.00$ hours of services at a rate of \$2	9 00 per bour for
tota	al not to exceed \$3,393.00 Se	ervices are anticipated to b	egin on 09/01/2012 and end on 06/30/2013	per riodi lor
1.	Description of Services to about what service(s) OUSD is pu	be Provided Provide	a description of the consists (a) the contract	provide. Be specific
	ethnic, and academic diversity mediation process, effective or pairs to help peers involved in coach the peer mediators to co	of the school. The Con- ommunication, problem a dispute to resolve their	the Madison Middle School conflict resolution peer mediators (11-14 years old) that reflect sultant will provide these students with training solving and restorative practices. Peer mediator differences and repair their relationship. The 35 conflict mediations, and support the school students through the framework of restorative	the racial, ng in the tors will work in e Consultant will
2.	children are attending school 95% many more Oakland children have	or more? 3) How many many many many many many many many	s from the services of this Contract? Be specific ren are graduating from high school? 2) How nore students have meaningful internships and/or phealth services they need? Provide details of phe able to). NOT THE GOALS OF THE SITE Contracts.	nany more Oakland Daying jobs? 4) How
	<ul> <li>The Consultant will provide sup to conflict mediation services Conflict Resolution program a</li> <li>5-10 Peer mediators in the progr personal feelings and needs, liparticipation within their school college and future careers.</li> </ul>	port to 40-70 youth who are. In previous years, almost augments other efforts with ram will learn how to: be a isten without taking sides, bol community. These efforts	e experiencing barriers to learning due to conflict 100% of these students have graduated from high in OUSD to reduce truancy and foster academic a peer leader, practice effective communication skip problem-solve, improve school climate, and gain a support students in the program to be prepared	and connect them school. The achievement. Ills, express experience in civic for success in
	<ul> <li>Conflict Resolution education is includes implementing restora schools and aid in raising atter</li> </ul>	alive practices. This progra	gy to reduce racially disproportionate discipline. To m will increase the feeling of safety and support is.	he strategy also n participating
3.	Alignment with District Str (Check all that apply.)	rategic Plan: Indicate the	ne goals and visions supported by the services of t	his contract:
	☐ Ensure a high quality instructio☐ Develop social, emotional and☐ Create equitable opportunities	physical health for learning	<ul> <li>✓ Prepare students for success in colleg</li> <li>✓ Safe, healthy and supportive schools</li> <li>✓ Accountable for quality</li> </ul>	e and careers
	High quality and effective instru		Full service community district	
Rev 8	5/22/11 v3			

Page 5 of 6

4.	<b>Ali</b> Ple	<b>gn</b> ase	ment with Single Plan for Student Achievement (required if using State or Federal Funds)
			tion Item included in Board Approved SPSA (no additional documentation required) – Action Item Number:
		Ac eith	tion Item added as modification to Board Approved SPSA – Submit the following documents to the Resource Manager ner 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.

Rev. 6/22/11 v3



## CERTIFICATE OF LIABILITY INSURANCE

ELB R022

DATE (MM/DD/YYYY) 01-15-2013

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 ADDITIONALINSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED

	the terms and conditions of the poli- certificate holder in lieu of such end	cy, ce	ertair ment	) policies may require an e	endorsement. A s	tatement on th	nis certificate does not	confer i	, subject to rights to the	
PR	ODUÇER				CONTACT					
I	RENE C HERMAN INSUR 56510 P:(866)467-87	ANC	E	SVCS/PHS	PHONE (A/C, No, Ext): (8) E-MAIL	66)467-873	30 FAX	. (866	5)905-0457	
P	O BOX 33015	30	T. ·	(000)903-045/	E-MAIL ADDRESS:		,,,,,,,,	7. 1	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	AN ANTONIO TX 78265					INSURER(S) AFFOR	DING COVERAGE		NAIC#	
					INSURER A: Sentinel Ins Co LTD					
INS	EURED				INSURER B: INSURER C:					
v	ARI OJEDA SANDEL									
3	520 BROOK ST APT 18			INSURER D:						
L	LAFAYETTE CA 94549				INSURER E :					
				INSURER F :			-			
	OVERAGES CEI	RTIF	CAT	E NUMBER:		RE\	ISION NUMBER:			
1	THIS IS TO CERTIFY THAT THE POLICE	ES O	F INS	URANCE LISTED BELOW H	AVE BEEN ISSUED	TO THE INCHES	ED MANACO ADOME COD	THE POL	ICV PERIOD	
(	CERTIFICATE MAY BE ISSUED OR MA	Y PER	STAIN	THE INSURANCE ACCORD	DED BY THE DOLL	CT OR OTHER	DOCUMENT WITH RESPE			
		H POL	ICIES	S. LIMITS SHOWN MAY HAV	E BEEN REDUCED B	Y PAID CLAIMS	HEREIN IS SUBJECT T	O ALL	THE TERMS,	
INSF		ADL	R WV	R	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMI	ITS		
	GENERAL LIABILITY					1.0000,200,1110,00	EACH OCCURRENCE	1	000,000	
	COMMERCIAL GENERAL LIABILITY	1					DAMAGE TO RENTED PREMISES (Ea occurrence)		000,000	
A	CLAIMS-MADE X OCCUR						MED EXP (Any one person)		,000	
1	X General Liab			57 SBM BB3368	10/13/2012	10/13/2013		1	000,000	
							GENERAL AGGREGATE		000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	-	000,000	
	POLICY PRO- X LOC						THE TOTAL COMMITTER ACC	\$	000,000	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT	8		
							(Ea accident)	-		
	ANY AUTO ALL OWNED	1					BODILY INJURY (Per person)	\$		
	AUTOS AUTOS						BODILY INJURY (Per accident	) \$		
	HIRED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$		
							N 20 44 44 4	\$		
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	\$		
	EXCESS LIAB CLAIMS-MAD	DE T					AGGREGATE	\$		
	DED RETENTION \$						- TOOKEDATE	\$		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	-					WC STATU- OTH-		_	
	ANY PROPRIETOR/PARTNER/EXECUTIVES	1						1.		
	OFFICER/MEMBEREXCLUDED? (Mandatory in NH)	N/A	<b>' </b>				E.L. EACH ACCIDENT	\$		
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYER	-		
		+					E.L. DISEASE - POLICY LIMIT	\$		
		11-1								
			1							
DESC	CRIPTION OF OPERATIONS / LOCATIONS / VEHICLE	ES (Att	ach A	CORD 101, Additional Remarks Sche	dule, if more space is req	uired)				
Th	ose usual to the In	sur	red	's Operations	•					
CEF	TIFICATE HOLDER				CANCELLATION					
							E DESCRIBED POLICIE	S DE C	ANCELLED	
					BEFORE THE EX	XPIRATION DA	ATE THEREOF, NOTICI	E WILL I	BE	
0a	kland Unified Schoo	1 1	is	trict	DELIVERED IN	ACCORDANC	E WITH THE POLICY P	ROVISI	ONS.	
10	1025 2ND AVE				AUTHORIZED REPRESENTATIVE					

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Taellon

OAKLAND, CA 94606

Board Office Use: Leg	islative File Info.
File ID Number	12-2358
Introduction Date	11-24-12
Enactment Number	12-1/6/2
Enactment Date	10-24-12 17



## PROFESSIONAL SERVICES CONTRACT 2012-2013

This Agreement is entered into between the Oakland Unified School District (OUSD) and <a href="Yari A. Ojeda Sandel">Yari A. Ojeda Sandel</a> (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

- Services: The CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
- 2. Terms: CONTRACTOR shall commence work on <u>09/01/2012</u>, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$81,000 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$81,000, whichever is later. The work shall be completed no later than
- 3. Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed <a href="Thirty One Thousand Six Hundred Sixty Fight">Thirty One Thousand Six Hundred Sixty Fight</a>
  Dollars (\$31,668.00). 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: None

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.

- 4. Submittal of Documents: CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
  - 1. 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.
  - 2. Agencies or organizations:
    - Insurance Certificates and Endorsements Workers' Compensation insurance in compliance with section 9 herein.
- 5. Equipment and Materials: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement except: None \_\_\_\_\_\_which shall not exceed a total cost of \$ 0.00
- 6. 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.

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

		Representative:	CONTRACTOR:		
		Barbara McClung	Name: Yarl W. Ojeda Sandel		
		Dept.: 922/ Family, Schools & Community Partnerships	Title: Consultant		
A	ddre	SS: 495 Jones Avenue	Address: 3520 Brook Street	Apt #18	
		Oakland, CA 94603	Lafayette	CA	94549
P	hone	: 639-3331	Phone: (512) 363-7363		
VI.		shall be effective when received if personally served or, if nange of address. CONTRACTOR shall submit invoices in a performed, the date service was rendered, and the hours	a form that includes the name of	Either party must the person provid	give written notice ing the service, the
	voic				
In be	voice sub	es furnished by CONTRACTOR under this Agreement must ject to audit by OUSD.	t be in a form acceptable to OUS	SD. All amounts p	aid by OUSD shall
1.	μų	voices shall include, but not be limited to: Consultant nurchase order number, name of school or department sentief description of services provided, hourly rate, total payments	ind pariod of period of	ce date, invoice s service, number o	sequence number, f hours of service,
2.	Inv	voices from Agencies or Organizations must include eviden	ce of compliance with section 19	herein:	
	i.	Fingerprinting of Employees and Agents: Agency or or volunteers working at an OUSD site when invoicing, and and at statement that subsequent arrest records have be	ganization must provide a curre	ent list of all emplo	oyees, agents and er for each person,
	ii.	Tuberculosis Screening: The list must also include a state			
off en Co tax em the	ficers inploy impe impe imploy	of Contractor: This is not an employment contract. Colindependent contractor. CONTRACTOR understands are an employees, agents, partner, or joint venture of OUSD, and sees of OUSD and/or to which OUSD's employees are not ensured in the performance of the work herein contemplated, a authority for controlling and directing the performance of the work herein contemplated, a authority for controlling and directing the performance of	NTRACTOR, in the performance and agrees that it and all of its and are not entitled to benefits of a cornally entitled, including, but assume full responsibility for payoral security and income taxes CONTRACTOR is an independent	of this Agreemen employees shall any kind or nature not limited to, Sta yment of all Feden s with respect to	nt, shall be and act not be considered normally provided ate Unemployment al, State, and local CONTRACTOR's
. Ins	surar	nce:			
1.	Co	mmercial General Liability Insurance: Unless specifically w	aived by OUSD, the following in	surance is mouire	d·
	i.	If CONTRACTOR employs any person to perform work in maintain at all times during the performance of such work the State of California and Federal laws when applicable Dollars (\$1,000,000) per accident or disease.	n connection with this Agreemen	nt, CONTRACTOR	shall procure and
		Check one of the boxes below:			
		CONTRACTOR is aware of the provisions of Se insured against liability for workers' compensation that code, and will comply with such provisions be	n or to undertake self-insurance	in accordance with	the provisions of
		CONTRACTOR does not employ anyone in the m	anner subject to the workers' co	mpensation laws of	of California
	ii.	CONTRACTOR shall maintain Commercial General Lia Million Dollars (\$1,000,000) per occurrence for bodily in OUSD and shall name OUSD as an additional insured.	ibility insurance, including autoringury and property damage. The	mobile coverage v	with limits of Oss

- 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.

- 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 and California Isaws 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 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 furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision
- 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 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, 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. Walver: 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, or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with 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 providing services to the District under this Agreement.

Contractor initial: UNOS

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,
  - 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).

- 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.
- 31. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion: The prospective primary participant certifies to the best of 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.epls.gov/epls/search.do)

Summary of terms and compensation:				
Anticipated start date: 09/01/2012	Work shall be complete	ed by: <u>06/30/2013</u>	Total Fee: \$ 31,668	.00
OAKLAND UNIFIED SCHOOL DISTRICT  Maria Dantes  President, Board of Education  Superintendent or Designee	9-20-2012 Date	CONTRACTOR  Contractor Signature	el C	Ag. 13th 2013
Secretary, Board of Education	Date	Yari W. Ojeda Sandel Print Name, Title	Consultar	<u>t</u> .
Edgar Rakestraw, Jr., Secretary Board of Education	de la company de	File ID Number: 22 Introduction Date: 10 Enactment Number: 2 Enactment Date: 10 By: 4	12-2612	

Rev. 4/11/12 v1

Rev. 6/22/11 v3

#### **EXHIBIT "A" Scope of Work**

## DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR'S entire Proposal is <u>not</u> 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 <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

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

Ratification by the Board of Education of a Professional Services Contract between District and Yari A. Ojeda Sandel, Lafayette, CA, for the latter to provide 1092 hours of service. As the OUSD Middle School Conflict Mediation Coordinator, the consultant will provide services at Montera Middle School and Bret Harte Middle School - under the direction of the Program Manager for Restorative Justice and in coordination with the site administrators. The Conflict Mediation Coordinators will recruit, train and oversee a representative group of students reflective of the racial, ethnic, and academic diversity of the school. The Consultant will serve in the capacity of Conflict Mediation Coordinator for the period of September 01, 2012 through June 30, 2013, for a total of 1092 hours for an amount not to exceed \$31,668.00.

SCOPE OF WORK

Y	ari A. Ojeda Sandel	will pro	ovide a maximum o	f 1,092.00 hou	rs of services at a rate of \$ 29.00	man have for -
tota	al not to exceed \$31,668.00	. Services are anti	icipated to begin or	09/01/2012	and end on 06/30/2013	_ per nour for a
1.	Description of Service: about what service(s) OUSD	s to be Provide	d. Provide a deci	orintian of the	service(s) the contractor will provide	e. Be specific
	ethnic, and academic divermediation process, effective pairs to help peers involve coach the peer mediators to	rsity of the school ve communication d in a dispute to a conduct an aver	recruit 5-10 peer  1. The Consultan  1. problem solvin  1. resolve their differage of 20-35 core	mediators (1 it will provide ig and restora erences and re offict mediation	le School conflict resolution pro 1-14 years old) that reflect the re these students with training in tive practices. Peer mediators ver pair their relationship. The Corons, and support the school site e framework of restorative practices.	racial, the vill work in asultant will
2.	children are attending school many more Oakland children	95% or more? 3) H	fow many more stu	e graduating to	of this Contract? Be specific. For from high school? 2) How many baningful internships and/or paying need? Provide details of prograftHE GOALS OF THE SITE OR DE	more Oakland jobs? 4) How
	<ul> <li>The Consultant will provide to conflict mediation served. Conflict Resolution progressions.</li> <li>5-10 Peer mediators in the personal feelings and nee participation within their college and future careers</li> </ul>	e support to 40-70 y vices. In previous y ram augments other program will learn leds, listen without to school community	youth who are experience, almost 100% or efforts within OU how to: be a peer laking sides, proble. These efforts supports supports supports of the second sides.	eriencing barrie of these stude JSD to reduce eader, practice m-solve, improport students in	ers to learning due to conflict and onts have graduated from high schotruancy and foster academic achieve effective communication skills, expert school climate, and gain expert the program to be prepared for state.	connect them col. The vernent. xpress ience in civic uccess in
	<ul> <li>Conflict Resolution education includes implementing reschools and aid in raising</li> </ul>	SWIZLIVE BRACLICES.	I DIS DEGOTOR WILL	educe racially 1 increase the	disproportionate discipline. The st reeling of safety and support in par	rategy also ticipating
3.	Alignment with District (Check all that apply.)	Strategic Plan	: Indicate the goal	s and visions s	supported by the services of this co	intract:
	Ensure a high quality instru	ictional core		✓ Prepare s	tudents for success in college and	Caraore
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ļ	Create equitable opportunit				ble for quality	
i	High quality and effective in	struction		Full service	community district	

Page 5 of 6

4.	A	lignment with Single Plan for Student Achievement (required if using State or Federal Funds)  asse 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.						

ACORD

## CERTIFICATE OF LIABILITY INSURANCE

ASG R054

DATE MM/DD/YYY) 09-14-2012

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) mustibe endorsed. If SUBROGATIONIS 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 andorsement(s). CONTACT NAME: PHONE IAC No. Bard: (856) 467-8730 E-MAIL ADDORESS: IRENE C HERMAN INSURANCE SVCS/PHS 556510 P: (866) 467-8730 F: (866) 905-0457 (AC, No): (866) 905-0457 PO BOX 33015 SAN ANTONIO TX 78265 INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Ins Co LTD WEURED INSURER 8: YARI OJEDA SANDEL INGURER C : 3520 BROOK ST APT 18 INSURER D : LAFAYETTE CA 94549 INSURER E : WELRER F : COVERAGES CERTIFICATE 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. REVISION NUMBER: ADDL SUBR TYPE OF MELRANCE LTR POLICY NUMBER GENERAL LIABILITY EACH OCCURRENCE . 1,000,000 COMMERCIAL GENERAL LIABILITY PARAMETO RENTED . 1,000,000 CLAIMS-MADE X OCCUR A MED EXP (Any one person) :10,000 General Liab 57 SBM BB3368 10/13/2011 10/13/2012 PERSONAL & ADV MULIRY 1,000,000 GENERAL AGGREGATE :2,000,000 GEN'L AGGREGATE LIMIT APPLIES MEA PRODUCTS - COMPIOP AGG \$2,000,000 X LOC POLICY AUTOMOBILE LIMBULT COMBINED SINGLE UIMIT ANY AUTO BODILY HAURY (Per person) . ALL OWNED SCHEDULED BODILY INJURY (Per ecoident) AUTOS HIRED AUTOS NON-OWNED PROPERTY DAMAGE 2 UMDRELLA LIAN OCCUR EACH OCCURRENCE EXCESS LIAD . CLAIMS-MADE AGGREGATE DED 8 RETENTION WORKERS COMPINSATION AND EMPLOYERS' LIABRITY 2 ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT if you, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - EN EMPLOYEE & E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach AGORD 101, Additional Rev Those usual to the Insured's Operations.

CERTIFICATE HOLDER

CANCELLATION

Oakland Unified School District 1025 2ND AVE OAKLAND, CA 94606 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

you Maillow

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## 2012-2013 PROFESSIONAL SERVICES CONTRACT ROUTING FORM 2012-2013

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2. Scor	Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)											
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	Regional Executive Officer											
3. Serv	Services described in the scope of work align with needs of department or school site  Consultant is qualified to provide services described in the scope of work											
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