

Board Office Use: Legislative File Info.	
File ID Number	13-0249
Introduction Date	2/27/13
Enactment Number	13-0382
Enactment Date	2-27-13



OAKLAND UNIFIED SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

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

Board Meeting Date (To be completed by Procurement) 2-27-13

Subject Professional Services Contract -
Refugee Transitions San Francisco CA (contractor, City State)
Manzanita Community School (site/department)

Action Requested Ratification of a professional services contract between Oakland Unified School District and Refugee Transitions. Services to be primarily provided to Manzanita Community School for the period of 10/22/2012 through 05/31/2013.

Background *A one paragraph explanation of why the consultant's services are needed.*
 Refugee Transitions services are needed because our school has a substantial number of newly-immigrant students. We are trying to ease their transition since they speak little or no English. Consultant will work with EL students several times a week to help students one on one and help them complete their class work so they can succeed in their new community and school.

Discussion *One paragraph summary of the scope of work.*
 A contract for services between OUSD and Refugee Transitions (San Francisco, CA), for the latter to provide services including helping refugee and newly-immigrant EL students complete the work assigned and taught by their teachers, making sure the students understand the instructions and the expected outcomes. Services also include small group tutoring sessions as needed to facilitate the completion of their homework though the period of 10/22/2012 through 5/31/2013 in an Amount Not to Exceed \$2,178.

Recommendation Ratification of professional services contract between Oakland Unified School District and Refugee Transitions. Services to be primarily provided to Manzanita Community School for the period of 10/22/2012 through 05/31/2013.

Fiscal Impact Funding resource name (please spell out) IASA-TITLE 1
not to exceed \$2,178.00

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

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OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2012-2013

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

- Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 10/22/2012, 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 05/31/2013.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed Two Thousand One Hundred and Seventy-Eight Dollars and 00/cents Dollars (\$2,178.00). 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: _____

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

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

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

CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.

Standard of Care. CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

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

Professional Services Contract
OUSD Representative:

Name: Cheryl Rodby
Site /Dept.: Manzanita Community School
Address: 2409 E. 27th Street
Oakland, CA 94601
Phone: (510) 535-2822

CONTRACTOR:

Name: Laura Vaudreuil
Title: Executive Director
Address: 870 Market Street, STE 718
San Francisco CA 94102
Phone: (415) 989-2151

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

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

9. Status of Contractor: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

10. Insurance:

1. Commercial General Liability Insurance: Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.

CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.

- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

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

Professional Services Contract

- 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/eplis/search.do>)

Summary of terms and compensation:

Anticipated start date: 10/22/2012 Work shall be completed by: 05/31/2013 Total Fee: \$ 2,178.00

OAKLAND UNIFIED SCHOOL DISTRICT

Maria Santos
 President, Board of Education
 Superintendent or Designee

 Secretary, Board of Education

1-29-2013

 Date

CONTRACTOR

Laura Vaudreuil

 Contractor Signature

 Laura Vaudreuil
 Print Name, Title

11-26-12

 Date

 Executive Director

Certified
Edgar Rakestraw, Jr.
2/28/13

 Edgar Rakestraw, Jr., Secretary
 Board of Education

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 By: H

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

Please select:

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

 - Action Item added as modification to Board Approved SPSA** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.
 1. Relevant page of SPSA with action item highlighted. Page must include header with the word “Modified”, modification date, school site name, both principal and school site council chair initials and date.
 2. Meeting announcement for meeting in which the SPSA modification was approved.
 3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
 4. Sign-in sheet for meeting in which the SPSA modification was approved.
-

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

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

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

A contract for services between OUSD and Refugee Transitions (San Francisco, CA), for the latter to provide services including helping refugee and newly-immigrant EL students complete the work assigned and taught by their teachers, making sure the students understand the instructions and the expected outcomes. Services also include small group tutoring sessions as needed to facilitate the completion of their homework though the period of 10/22/2012 through 5/31/2013 in an Amount Not to Exceed \$2,178.

SCOPE OF WORK

Refugee Transitions will provide a maximum of 99.00 hours of services at a rate of \$ 22.00 per hour for a total not to exceed \$2,178.00. Services are anticipated to begin on 10/22/2012 and end on 05/31/2013.

- 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.

Refugee Transition will provide services including helping refugee and newly-immigrated students complete the work assigned and taught by their teachers, making sure the students understand the instructions and the expected outcomes. services also include small group tutoring sessions as needed to facilitate the completion of their homework.

- 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.

EL students will have a higher completion rate of homework, as well as high retention rate of material learned in class, thereby increasing their grades and test scores, ensuing passage into the next grade level and approaching with greater percentages the benchmarks for learning set forth by the State of California for each grade level.

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

- [x] Ensure a high quality instructional core
[] Develop social, emotional and physical health
[x] Create equitable opportunities for learning
[x] High quality and effective instruction

- [x] Prepare students for success in college and careers
[] Safe, healthy and supportive schools
[x] Accountable for quality
[] Full service community district

Refugee Transitions' Statement of Qualifications:

Refugee Transitions (RT) is a nonprofit education and social service organization that began in 1982. Its mission is to assist low-income refugee and immigrant families in becoming self-sufficient in the U.S. by providing services that help them attain the English language, life, job, and academic skills they need to succeed in their new communities.

Refugee Transitions formalized its partnership with Oakland Unified School District in 2006 when the agency helped launch the district's Refugee & Asylee Student Assistance Program, which helps families enroll in after school tutoring programs and navigate the school district and community resources.

Refugee Transitions has extensive experience working with newly-arrived refugee families, and is connected with numerous refugee families and service providers in Oakland. Refugee Transitions provides tutoring and mentoring for youth through its *Bridge-2-Success Youth Development Program* and collaborates with Oakland Unified School District to serve youth at several school sites. The agency hires qualified staff and recruits, trains and supports adult volunteer tutors who help refugee and immigrant students improve their English skills and understand their homework assignments. In 2011 alone, Refugee Transitions provided individualized home-based tutoring and after-school support for approximately 400 refugee and immigrant youth attending schools within Oakland Unified School District. Due to our individualized approach and wraparound services, 99% of the youth who have received home-based tutoring over the past three years have stayed in school.

Refugee Transitions' largest after school program is at Oakland International High School (OIHS), which serves newcomer youth who have been in the U.S. for four years or less. RT is the lead and fiscal agent for a grant from the Oakland Fund for Children and Youth (OFCY), which supports comprehensive after school programming at OIHS. During the 2011-2012 academic year the average GPA for the entire student body (328 students) was 2.75 while the overall GPA for the 141 students who attended RT's after school program regularly (16-129 times) was 3.30 (.55 points higher than the school's average).

Refugee Transitions is also committed to building leaders in the refugee committees. Over the last three years RT has trained and supported 33 Refugee Youth Leaders (RYLs) from Burma & Bhutan (country with the highest number of refugees currently being resettled in the bay Area). Through monthly meetings and support from staff, these youth have developed leadership and tutoring skills (by acting as peer tutors in our after school programs and camp counselors at RT's summer camps) and supported hundreds of members of their refugee communities living in Oakland. 100% of 12th grade Refugee Youth Leaders have completed high school and 99.9% have enrolled in post-secondary institutions (both 2 year and 4 year colleges). Furthermore, all current 9th, 10th, 11th and 12th graders are currently on track to graduate.

In addition to running the after school program at OIHS for the past six years, RT is in its second semester of providing a tutoring and enrichment program at Roosevelt Middle School (funded by OUSD's Refugee & Asylee Student Assistance Program) and its third semester at Manzanita Elementary School. In December 2011, Refugee Transitions placed a volunteer at Manzanita to provide English language support and homework assistance for Karen refugees from Burma at the school. After providing over 100 hours of in-kind tutoring, Manzanita Elementary School provided financial support to allow Refugee Transitions to expand the program during spring 2012 semester. If funding continues, Refugee Transitions will be able to continue the program during the 2012-2013 academic year and continue much needed support for Karen refugees attending the school.

RT will ensure that accurate fiscal and management practices are undertaken as required by Oakland Unified School System. In accordance with OUSD policy, RT ensures that all staff and volunteer tutors are screened before being placed at school sites. The agency has systems in place to conduct Department of Justice background checks and TB screenings for over 200 individuals per year. Staff members also conduct one-on-one screening interviews with tutors to ensure that they are a good fit for the program.

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.
-



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/2/2012

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) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

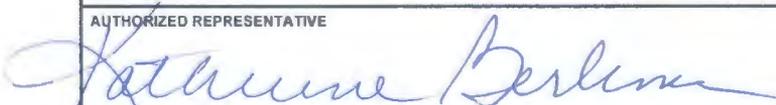
PRODUCER Calender-Robinson Company, Inc. FB0267063 300 Montgomery St., Suite 888 San Francisco CA 94104	CONTACT NAME: Katherine Berkman PHONE (A/C No. Ext): (415) 978-3800 E-MAIL ADDRESS: kberkman@calrob.com	FAX (A/C No.): (415) 978-3825
	INSURER(S) AFFORDING COVERAGE	
INSURED Refugee Transitions 870 Market St. #718 San Francisco CA 49102	INSURER A: Nonprofits' Insurance Alliance	
	INSURER B: Markel Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL121206677 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			2012-01419-NPO	1/27/2012	1/27/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 20,000
	<input checked="" type="checkbox"/> Sexual Misconduct						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Lia @ \$ 250,000						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY			2012-01419-NPO	1/27/2012	1/27/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB			2012-01419-UMB-NPO	1/27/2012	1/27/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			MWC0006057-02	7/1/2012	7/1/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E L EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE \$ 1,000,000
							E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is included as additional insured as per the attached endorsement

CERTIFICATE HOLDER Oakland Unified School District 1025 Second Avenue Oakland, CA 94606	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

Named Insured: Refugee Transitions

Policy: 2012-01419-NPO

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your on-going operations; or
- B. In connection with your premises owned by or rented to you



MANZANITA Comm.

2012-2013
SPSA Revision
Worksheet

APPROVED
Date 10/15/2012
by SSC

State and Federal Compliance

SECTIONS 4 & 5: Academic and School Climate Action Plan

School Name: Manzanita Community School Site #: 179 SSC Chairperson's Initials: _____ Principal's Initials: _____

Item#	Tracking# Retrive From Your Previous SPSA	Priority Area	Critical Practice	Supporting Activities	Student Group Impacted	Measure of Success	Resource No.	Resource Name	Object Code	Object Name	Position Code	Budget Amount
		School Climate	Consultant Contract	Consultant Contract with Refugee Transitions so agency can work with refugee children who need supplemental classroom instruction time because they are ESL and far below benchmark.	student refugee at FBB, BB, B on CST or benchmark tests	District Assessment Tests	3010	Title I IASA	5825	Contracted Services Consultants		\$ 2,178
		School Climate	Field Trips	Transfer to pay for purchase of Bart and AC Transit tickets for school field trips to extend and supplement classroom instruction.	students at FBB, BB, or B on CST/benchmark testing	District Assessment Tests	3010	Title I IASA	4310	Bart		\$ 2,141
		School Climate	Materials and supplies for classrooms	Transfer to purchase supplemental supplies and materials for classroom instruction for students.	students at FBB, BB, B on CST/benchmark testing	District Assessment Tests	3010	Title I IASA	4310	Supplies		\$ 2,252
		School Climate	Materials and supplies for classrooms	Transfer to purchase supplemental supplies and materials for classroom instruction for students.	students at FBB, BB, B on CST/benchmark testing	District Assessment Tests	3010	Title I IASA	4310	Supplies		\$ 3,200
		School Climate	Extended Contract	Transfer to cover cost of teacher after school interventions for K-5 students who are low as identified by CST and other district assessments.	students at FBB, BB, B on CST/benchmark testing	District Assessment Tests	7090	EIA-SCE	1120	Teacher Extra Pay		\$ 13,257
		School Climate	Materials and supplies for classrooms	Transfer to purchase supplemental supplies and materials for classroom instruction for students.	students at FBB, BB, B on CST/benchmark testing	District Assessment Tests	7090	EIA-SCE	4310	Supplies		\$ 347
		School Climate	Materials and supplies for classrooms	Transfer to purchase supplemental supplies and materials for classroom instruction for students.	EL students	District Assessment Tests	7091	EIA-LEP	4310	Supplies		\$ 521

Department of State & Federal Programs
Marcus [Signature]
 Date 11/6/12

Search Results

Current Search Terms: refugee* transitions*

Your search for "Refugee* Transitions*" returned the following results...

<input type="text" value="Entity"/>	REFUGEE TRANSITIONS	Status: Active 
DUNS: 783133556	CAGE Code: 41GW0	<input type="button" value="View Details"/>
Has Active Exclusion?: No	DoDAAC:	

SAM | System for Award Management 1.0

IBM v1.564.20130111-1646

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



REC'D DEC 18 2012

NOV 28 2012

Basic Directions

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

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor meets the consultant requirements (including The Excluded Party List, Insurance and HRSS Consultant Verification)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- Within 2 weeks of creating the requisition the OUSD contract originator submits **complete** contract packet for approval to Procurement.

Attachment Checklist	<input type="checkbox"/> For individual consultants: HRSS Pre-Consultant Screening Letter for the current fiscal year.
	<input type="checkbox"/> For individual consultants: Proof of negative tuberculosis status within past 4 years.
	<input checked="" type="checkbox"/> For All Consultants: Results page of the Excluded Party List (https://www.epls.gov/epls/search.do)
	<input checked="" type="checkbox"/> For All Consultants: Statement of qualifications (organization); or resume (individual consultant).
	<input checked="" type="checkbox"/> For All Consultants: Proof of Commercial General Liability insurance naming OUSD as an Additional Insured.
	<input checked="" type="checkbox"/> For All Consultants with employees: Proof of Workers' Compensation Insurance. (Ref. to Section 10 of the Contract)

OUSD Staff Contact Emails about this contract should be sent to: (required) cheryl.rodby@ousd.k12.ca.us *Armando.aven@ousd*

Contractor Information

Contractor Name	Refugee Transitions	Agency's Contact	Laura Vaudreuil				
OUSD Vendor ID #	V055591	Title	Executive Director				
Street Address	870 Market Street, STE 718	City	San Francisco	State	CA	Zip	94102
Telephone	(415) 989-2151	Email (required)	laura@reftrans.org				
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Worked as an OUSD employee? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	10/22/2012	Date work will end	05/31/2013	Other Expenses	\$
Pay Rate Per Hour (required)	\$ 22.00	Number of Hours (required)	99.00		

Budget Information

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

Resource #	Resource Name	Org Key	Object Code	Amount
3010	IASA-TITLE 1	1794850101	5825	\$ 2,178.00
			5825	\$
			5825	\$
Requisition No. (required)	R0308484		Total Contract Amount	\$ 2,178.00

Approval and Routing (in order of approval steps)

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

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

1.	Administrator / Manager (Originator)	Name	Cheryl Rodby	Phone	(510) 535-2822
	Site / Department	Manzanita Community School		Fax	(510) 535-2825
	Signature	<i>Maurice Aubrey</i>		Date Approved	
2.	Resource Manager , if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input type="checkbox"/> Family, Schools, and Community Partnerships				
	<input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	<i>[Signature]</i>		Date Approved	12/12/12
	Signature (if using multiple restricted resources)			Date Approved	
3.	Regional Executive Officer				
	<input type="checkbox"/> Services described in the scope of work align with needs of department or school site <input type="checkbox"/> Consultant is qualified to provide services described in the scope of work				
	Signature	<i>[Signature]</i>		Date Approved	11/16/13
4.	Deputy Superintendent Instructional Leadership / Deputy Superintendent Business Operations Consultant Aggregate Under <input type="checkbox"/> Over <input type="checkbox"/> \$50,000				
	Signature	<i>Maria Usantay</i>		Date Approved	1-29-13
5.	Superintendent, Board of Education Signature on the legal contract				
Legal Required if not using standard contract		Approved	Denied - Reason	Date	
Procurement	Date Received		PO Number	P1305638	

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