

Board Office Use: Legislative File Info.	
File ID Number:	14-0730
Introduction Date:	05/14/2014
Enactment Number:	
Enactment Date:	

Memo

To: Board of Education

From: GARY YEE, EdD, ACTING SUPERINTENDENT; By: GARY YEE, Deputy Superintendent

Board Meeting Date: 05/14/2014

Subject: Professional Service Contract

Contractor: East Bay Consortium of Oakland, CA

Services for: 301-CASTLEMONT

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and East Bay Consortium, Oakland, CA, for the latter to provide: The East Bay Consortium's College and Career Information Center (CCIC) will enhance access to higher education for all seniors attending Castlemont High School. CCIC will serve the entire senior class. The mission of the CCIC's is to provide information and counseling services related to college admission, financial aid and other topics associated with pursuing and accessing higher education. The College and Career Information Center will increase students' confidence about accessing educational opportunities and provide students with the opportunity to connect to young caring adults. The CCIC will address these goals through the implementation of a comprehensive program designed to expose students to post high school options, assess students' academic and personal needs and to guide in the planning, preparation and execution of a post high school plan that allows them to make informed and confident decisions about

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

East Bay Consortium is a fundamental component of how Castlemont High School is reaching it's college access mission.

While several college access programs serve the Castlemont campus, EBC continues to be the main program upon which Castlemont relies for intensive college counseling for all its seniors. EBC does not require an application or admission procedure to be part of its program; EBC has served the Castlemont community since 2000 and is the program upon which school leaders rely on to spearhead, coordinate, and deliver year-round holistic college counseling for its seniors

Discussion:
(QUANTIFY what is being purchased.)

The East Bay Consortium's College and Career Information Center (CCIC) will enhance access to higher education for all seniors attending Castlemont High School. CCIC will serve the entire senior class. The mission of the CCIC's is to provide information and counseling services related to college admission, financial aid and other topics associated with pursuing and accessing higher education. The College and Career Information Center will increase students' confidence about accessing educational opportunities and provide students with the opportunity to connect to young caring adults. The CCIC will address these goals through the implementation of a comprehensive program designed to expose students to post high school options, assess students' academic and personal needs and to guide in the planning, preparation and execution of a post high school plan that allows them to make informed and confident decisions about their futures.

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Fiscal Impact: Funding resources below not to exceed \$27,500.00

\$27,500.00 ECONOMIC IMPACT AID

Attachments:

- Professional Services Contract including Scope of Work
- Waiver Summary
- Resume / Statement of Qualifications
- EPLS Search Results Page
- Insurance Certification (if no Waiver was granted)

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OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2013-2014

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

- Services:** 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 09/02/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$83,400.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$83,400.00, whichever is later. The work shall be completed no later than 06/30/2014.

- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Twenty seven thousand five hundred Dollars (\$27,500.00) [per fiscal year], at an hourly billing rate not to exceed \$40.00 per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows: No Reimbursements.

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

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

- 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.

- 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.

- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.
- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

OUSD Representative:

Name: VINNIE BLYE

Site /Dept.: 301-CASTLEMONT

Address: 8601 MACARTHUR BLVD

Oakland, CA 94605

Phone: 510-639-1466

CONTRACTOR:

Name: Monica Montenegro

Title: Officer (Executive)

Address: 1100 Third Ave. P-3

Oakland, CA 94606

Phone: (510) 451-5917

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.

8. **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.

9. **Insurance:**

1. Unless specifically waived by OUSD, the following insurance is required:

- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California 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.

10. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.

13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification:** CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORS in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
17. **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.
18. **Conduct of CONTRACTOR:** CONTRACTOR will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
 2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **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.
20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
21. **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.
22. **Confidentiality:** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted

access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.

23. **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.

24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.epls.gov/eplis/search.do>)
25. **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.
26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
27. **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.
28. **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.
29. **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.
30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent 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.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

GARY YEE

04/07/2014

Monica Montenegro

04/07/2014

☐ President, Board of Education

Date

Contractor eSignature

Date

☒ Superintendent or Designee

Secretary, Board of Education

Date

Monica Montenegro, Officer (Executive)

Print Name, Title

EXHIBIT "A" SCOPE OF WORK

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

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

Scope of Work is Attached

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

EBC works with every senior at Castlemont and aims to help every senior apply to community college or four year college and apply for financial aid for college.

3. **Alignment with District Strategic Plan:** Indicate the goals and visions supported by the services of this contract:

(Check all that apply.)

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

4. **Alignment with Community School Strategic Site Plan – CSSSP (required if using State or Federal Funds):**

Please select:

- ☒ **Action Item included in Board Approved CSSSP:** (no additional documentation required)

– Item Number(s): 301SQI4A5672

- ☐ **Action Item added as modification to Board Approved CSSSP** – Submit the following documents to the Resource Manager either electronically via email of scanned documents, fax or drop off.

1. Relevant page of CSSSP 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 CSSSP modification was approved.
3. Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the CSSSP modification was approved.

Castlemont High School

College and Career Information Center

East Bay Consortium Proposed Services for 2013-14

SCOPE OF WORK

Fall 2013

Senior Transcript Evaluations: September -October

In order to establish graduation and college eligibility, CCIC advisors extensively review all senior transcripts and provide students and administrators with eligibility information and students' academic needs.

Senior One-on-ones: September – November

Advisors will meet with all seniors twice a year, once in the fall and as a follow up in the spring. These intensive sessions will address students' personal and academic needs, and questions and concerns about post secondary options available to them. All one-on-one sessions discuss transcript evaluations, graduation, college admissions, students' interests and possible career paths. These sessions also serve to create a mentoring relationship between the college advisor and the student as well as to develop personalized steps of actions (i.e. register for the SAT, get transcript from previous high school, etc.).

Senior College Knowledge Presentations: September- October

CCIC will coordinate and execute college knowledge presentations in each school's senior class. Presentations will cover A-G requirements, the difference between the four systems of higher education in California, SAT/ACT exams, senior application timeline and words of encouragement. These presentations serve as a motivational tool in getting seniors excited about preparing for their futures and to remind them to access their resources on campus.

Cal Grant Release Form dissemination and collection: September -January

In order for eligible seniors to have access to state financial aid, CCIC advisors disseminate and collect students' Cal Grant GPA Release Forms throughout the entire fall. CCIC also provides school administrators support in electronically submitting Cal Grant.

Incentive Award Program at UC Berkeley: September - May

Castlemont High School partners with UC Berkeley's Incentive Awards Program. Every year a student from Castlemont becomes an IAP Scholar (Castlemont High School has been awarded two recipients for the past 2 years). The CCIC

Program Coordinator serves as the IAP Coordinator and attends IAP coordination meetings, develops a selection committee, assists students throughout the multiple phases of the application and provides any additional information required by IAP.

SAT/ACT Exam Online Registration Assistance: September- December

The CCIC will administer fee waivers to all school sites and will provide a central location in which any student can drop in and receive assistance on creating accounts on collegeboard.com and actstudent.org. CCIC will also provide in class SAT/ACT registration workshops upon request.

College Information Day at UC Berkeley: October (Saturday)

The CCIC will coordinate a trip for 9th-12th graders to attend East Bay Consortium's College Information Day at UC Berkeley. Students will attend college-going workshops, participate in a college fair of over fifty colleges and universities and take a tour of the campus.

College Representative Presentations: October- December

CCIC will coordinate college representative presentations for students to develop a more personalized and informed perspective of different higher education institutions. Representatives from institutions such as CSUEB, SFSU, Holy Names University, UC Berkeley, Mills College, Sonoma State University, Sacramento State and Laney College will be invited to visit both Centers.

Personal Statement Workshops and One-on-One Assistance: October - December

Workshops will address the purpose of the personal statement, break down the prompts, show students effective approaches to begin their writing and provide them with examples of students' statements. CCIC will provide intensive one-on-one support throughout a student's entire process of completing their personal statements.

CSU On-the-Spot Admissions: November

In partnership with CSU East Bay, the CCIC will offer eligible seniors on-the-spot admissions opportunities. Students will meet with an admissions officer from CSUEB and get accepted right away or find out what they need to get accepted.

CSU/UC Private College Application Workshops: October- January

Eligible seniors will complete their college applications and work on the CSU Educational Opportunity Program (EOP) application. Students who are not eligible to apply will attend a community college informational workshop to learn about the multiple options at community college including transfer basics.

Transfer Making It Happen (TMIH) Workshops: November - May

Monthly workshops for students considering a community college for the following fall. Workshops inform and prepare seniors about the programs, resources, enrollment process at local community colleges with a focus on transferring and certificate programs.

Scholarship One-on-One Assistance: December- June

CCIC will provide seniors with the additional support needed to apply for scholarships such as the essay writing process, letters of recommendation, application assistance, submitting, interview prep and following up with award.

Spring 2014

Spring Senior 1on1 Follow-Ups: February – March

In order to follow up with seniors' academic and college application progress, CCIC advisors meet again with their caseload of students in the spring.

Intensive Financial Aid Application Assistance: January 1st- March 2nd

CCIC will provide intensive FAFSA one-one-one support for students. CCIC also facilitates FAFSA Workshops in schools' computer labs.

Cash for College Evening Workshop: February

The CICC will hold Cash for College (CFC) Student and Parent Night. The CFC night consists of a financial aid presentation (in both English and Spanish), FAFSA one-on-one assistance and a \$1000 scholarship drawing for students in attendance. A light dinner will be provided at each of the events.

Community College Application Workshops: April

The CCIC will conduct Community College Application Workshops and provide students with study guides for assessment exams.

TMIH: Assessment and Orientation Field Trip: May

In order to support students throughout the registration process, TMIH takes all interested students on field trip to take orientation, their assessment (placement exam) and to meet with an academic counselor at the local community college.

Transitions and Senior Panel: May

"Transitions" provides seniors with the perspective from current college students who already dealt with the "transition" from high school to college. CCIC invites Castlemont alumni to share their experiences, triumphs, mistakes and words of advice. CCIC will also host a celebratory senior panel in which current seniors share their personal experiences and words of advice with underclassmen.

Senior Survey: May – June

In collaboration with senior teachers, the CCIC conducts a survey in which seniors self report college applications sent, post secondary plans, types of financial aid received and evaluate CCIC services.

Post Graduation Follow Up: June- July

During the summer, East Bay Consortium staff follows up with seniors' responses on the senior survey and provides students any additional support during the summer after their graduation.

It is important to note that there is a great amount of follow up that occurs between college applications, applying for financial aid and scholarships as well as accepting a college's admissions offer. These additional services include but are not limited to the assistance in the following: creation of multiple accounts on multiple colleges' portals, schools' respective financial aid verification processes, UC's Augmented Review process, students' appeal to colleges and universities (regarding admissions and financial aid), submitting housing applications, how to register for classes, signing up for CSU and UC placement exams and many more. CCIC services and the amount of assistance provided are tailored to individual students' needs and personal situations.

STAFFING

Jaliza Collins will have primary responsibility for managing activities at the College and Career Information Center. Jaliza has a keen personal understanding of the challenges the students face today. She has been a college advisor at Castlemont for the last 4 years. Jaliza began working for the East Bay Consortium as a college and career advisor while she was in college, but she has been part of the East Bay Consortium's Pre-Collegiate Academy since she was a 6th grader. She graduated from San Francisco State in 2012.

One of the strengths of the East Bay Consortium's programs are the college students hired to provide the direct services to students. Many of the college students hired are on work-study and come from backgrounds similar to that of the students they will be working with. College and career advisors (college student interns) will be hired from local higher education institutions. The Center's hours of operation are Monday – Thursday from 10:00am to 5:00pm and will be staffed by two college student interns at any given time. College Advisor interns will be selected based on past experience working with youth and their desire to work in the field of education. Interns will commit to work for the Consortium for at least a year ensuring continuity of staff for the entire academic year. College students will work 12-15 hours per week. Each college advisor will have a caseload of seniors and will be responsible for coordinating an aspect of the CCIC such as outreach, logistics, financial aid, scholarship bulletin and our community college bound program Transfer Making It Happen.

College student advisors receive extensive training throughout the year. They participate in two mandatory all day staff trainings per year and attend weekly 90-minute staff meetings held on the UC Berkeley campus. These meetings serve as professional development to further hone the staff's college knowledge, ability to provide college advising, and workshop presentation and facilitation skills. The weekly meetings are facilitated by the Program Coordinator and cover topics such as how to get the best out of CSU Mentor, how to support the personal statement writing process and financial aid knowledge. In addition, the East Bay Consortium will invite university or program representatives from different systems of higher education or student organizations to train advisors about their respective institutions or organizations and to share best practices. The meetings also serve as a space for advisors to make announcements and to voice any issues or concerns they may have in regards to the CCICs. Lastly, the meetings also develop camaraderie, building familiarity and trust amongst a staff that rarely gets to see one another due to being placed at different sites or working different shifts.

ContractsOnline: Contract Waiver Summary

Site Number-Name: 301-CASTLEMONT

Principal / Department Head: VINNIE BLYE

Contractor Name: Monica Montenegro

Business Name: East Bay Consortium

Contract Type: Standard

Anticipated Start Date: 09/02/2013

Contract End Date: 06/30/2014

Rate Type: HOURLY

Contract Amount: \$27,500.00

Applicable Waivers

Approved by Risk Management

Insurance-Reduction Waiver Status: \$1,000,000 Req'd

Waiver-Reduction Type: \$1,000,000 Req'd

Other Reduction Amount: NA

Approval Date: 01/17/2014

Approved by Deputy Superintendent

Billing Waiver Status: NA

Approval Date:

Fingerprint Waiver Status: NA

Approval Date:

TB Test Waiver Status: NA

Approval Date:



east bay consortium of educational institutions, inc.

A California Student Opportunity and Access Project (Cal-SOAP)

1100 Third Avenue, P-3, Oakland, CA 94606 P: 510-451-5917 F: 510-451-5923 www.eastbayconsortium.org

East Bay Consortium Cal-SOAP

Established in 1978 as part of the California Student Opportunity and Access Program (Cal-SOAP), the East Bay Consortium of Educational Institutions, Inc, (EBC) was founded to develop and improve educational opportunities for students in the East Bay. EBC's goal is to provide these opportunities by developing student and parent programs, improving teacher instruction in mathematics and language arts, providing opportunities for college students to explore teaching as a career, and working in conjunction with other educational programs who share similar goals.

The East Bay Consortium's mission is to increase the number of students finishing high school and enrolling in postsecondary institutions, through intensive educational enrichment. We offer many resources to help improve educational opportunities for students. Through these resources and our efforts, we promote their success in secondary school and in college. Most of our programs serve primarily students from low-income families or from environments with historically low college attendance rates.

The East Bay Consortium of Educational Institutions, Inc. is one of sixteen California Student Opportunity and Access Projects (Cal-SOAP) administered by the California Student Aid Commission.

The East Bay Consortium provides services to students and teachers in Oakland to achieve the goal of increasing the number of students finishing high school and enrolling in postsecondary institutions.

For Students the East Bay Consortium provides:

- Summer academic enrichment programs for 7th-11th graders
- Year round tutoring and mentoring
- Saturday programs for students and parents
- Parent and family programs
- College and career fairs
- Financial aid workshops
- High school and college advising

For teachers and prospective teachers the East Bay Consortium provides:

- Summer teacher and prospective teacher institute
- Support in the classroom
- Academic and professional training for prospective teachers

MEMBER INSTITUTIONS:

Berkeley High School
California State University, East Bay
Contra Costa College

East Bay Asian Youth Center
Holy Names University
Mills College
Oakland Unified School District

Peralta Community College District:
Berkeley City College
College of Alameda
Laney College
Merritt College

St. Elizabeth High School
St. Mary's College of California
University of California, Berkeley
West Contra Costa Unified School District



EASTB04

OP ID: RG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/03/2014

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 Diablo Valley Insurance Agency 801 Ygnacio Valley Rd, Ste 100 Walnut Creek, CA 94596 Jay Marie Garcia		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):
INSURED East Bay Consortium of Educational Institutions 1100 Third Ave P-3 Oakland, CA 94606		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Ins Alliance of Ca		NAIC # NIAC
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR YVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			201302648	07/09/2013	07/09/2014	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					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
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
A	AUTOMOBILE LIABILITY			201302648	07/09/2013	07/09/2014	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)	\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

The certificate holder listed below is included as additional insured per form CG20110196 as respect to insureds use of facility for Career & College information center.

CERTIFICATE HOLDER**CANCELLATION**

OAKLA10 Oakland Unified School District 900 High Street Oakland, CA 94601	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 <i>Ron Garcia</i>
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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 Additional Insured Person(s) Or Organization(s)

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.

OAKLAND UNIFIED SCHOOL DISTRICT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured 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 ongoing operations; or
- B. In connection with your premises owned by or rented to you,

EMPLOYERS COMPENSATION INS CO
A Stock Company

Policy Number	Policy Period From To
EIG 1550916 01	09/01/2013 09/01/2014 12:01 A.M. Standard Time at the described location

RENEWAL DECLARATION

Transaction

INFORMATION PAGE

CARRIER NAME EMPLOYERS COMPENSATION INS CO

Prior Policy Number

NCCI Carrier # 41394

WCIRB CARRIER# 00441

EIG155091600

Named Insured and Address

Agent Address

EAST BAY CONSORTIUM OF EDUCATI
1100 3RD AVENUE P3
OAKLAND CA 94606ADP INS-PITTSBURG
1 ADP BLVD
ROSELAND, NJ 07068

Telephone: 714-739-7428

0033005

Other Workplaces Not Shown Above:

See Schedule

Extended Named Insured:

See Schedule

FEIN # 942908730

Legal Entity: NOT-FOR-PROFIT

Bureau/Risk ID:

Unemployment Id Number:

ITEM 2. POLICY PERIOD is from 12:01 A.M., 09/01/2013 to 12:01 A.M., 09/01/2014 Standard Time at the insured's mailing address.

ITEM 3. COVERAGE

A. Workers' Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here: CA

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3A.
The limits of our liability under Part Two are:

Bodily Injury by Accident	\$ 1,000,000	Each Accident
Bodily Injury by Disease	\$ 1,000,000	Policy Limit
Bodily Injury by Disease	\$ 1,000,000	Each Employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

All states EXCEPT monopolistic states

D. This policy includes these endorsements and schedules: See Endorsement Schedule.

ITEM 4. PREMIUM

The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit. See Extension of Information Page.

C L A S S I F I C A T I O N S

SEE SCHEDULE OF CLASSIFICATIONS ON FOLLOWING PAGE(S)

Minimum Premium	Deposit Premium	Total Estimated Annual Premium	Interim Adjustment of Premium
\$750	\$0.00	\$4,472	Annual

Servicing Office

EMPLOYERS COMPENSATION INS CO
412 PARKCENTER BLVD., SUITE 320
BOISE, ID 83706-7565Authorized Representative: 

Countersigned by: _____

Date: _____

07/19/2013

Group Code: ADP

INSURED COPY