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| Board Office Use: Legislative File Info. | |
| File ID Number | 16-0631 |
| Introduction Date | 5/11/16 |
| Enactment Number | 16-0638 |
| Enactment Date | 5/11/16 OK |



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

Memo

To Board of Education
From Antwan Wilson, Superintendent

Board Meeting Date
(To be completed by
Procurement)

5/11/16

Subject Professional Services Contract Amendment No. 1 -
Cognitive Coaching
912 - Linked Learning Office (site/department)

Action Requested Approval by the Board of Education of Amendment No. 1 to the
Professional Services Contract between Oakland Unified School District and
Cognitive Coaching. Services to be
primarily provided to 912 - Linked Learning Office for
the period of 1/25/2016 through 06/30/2016.

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

Our original contract was for half of the full eight days of training. We did that for two reasons: 1) we wanted to assess the quality of the training before committing to the whole eight days, and, 2) we were unsure of funding sources for the full eight at the time of the first contract. We have decided that the quality of the training was exceedingly high, and that we have the additional funds for the second half, so we need to amend the original contract to provide for that second four days of training.

Discussion
One paragraph
summary of the
amended scope of
work.

All Linked Learning Pathway Coaches (and invited others) will participate in an eight day Cognitive Coaching Seminar, to provide a foundational high quality and consistent approach to the coaching relationship and process. This contract amended scope of work is for the second four days. Agendas for Days 5-8 include revisiting and refining the Planning Conversation Map and the Reflecting Conversation Map, as well as the tools of Cognitive Coaching learned during the first four days. Days 5-8 include understanding the Problem-Resolving Map. Suzanne Riley ("Contractor"), a highly experienced and certified Cognitive Coaching training, will provide the training. This contract includes all planning discussions with the Coach Coordinator and relevant others, preparations for the training, four days 8:30-3:30 of training, and follow-up debrief with the Coach Coordinator.

Recommendation Approval by the Board of Education of Amendment No. 1 to the
Professional Services Contract between Oakland Unified School District and
Cognitive Coaching. Services to be
primarily provided to 912 - Linked Learning Office for
the period of 1/25/2016 through 06/30/2016.

Fiscal Impact Funding resource name (please spell out) Atlantic
not to exceed \$ 10,000.00

Attachments

- Contract Amendment
- Copy of original contract and any prior amendments



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.

Legislative File ID No. 16-0631

Department: Linked Learning Office

Vendor Name: Cognitive Coaching

Contract Term: Start Date: 1/25/2016 End Date: 06/30/2016

Annual Cost: \$ 20,000.00

Approved by: Allen Smith

Is Vendor a local Oakland business? Yes ☐ No ☒

Why was this Vendor selected?

we have decided that the quality of the training was exceedingly high and that we have the additional funds for the second half.

Summarize the services this Vendor will be providing.

All Linked Learning Pathway coaches will participate in an eight day Cognitive Coaching seminar, to provide a foundational high quality and consistent approach to the coaching relationship and process.

Was this contract competitively bid? Yes ☒ No ☐

If No, answer the following:

1) How did you determine the price is competitive?

2) Please check the competitive bid exception relied upon:

- ☒ **Educational Materials**
- ☒ **Special Services** contracts for financial, economic, accounting, legal or administrative services
- ☐ **CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- ☐ **Professional Service Agreements** of less than \$86,000 (increases a small amount on January 1 of each year)
- ☐ **Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- ☐ **Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- ☐ **Emergency** contracts
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$86,000 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - ☐ contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - ☐ Western States Contracting Alliance Contracts (WSCA)
 - ☐ California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- ☐ **"Piggyback" Contracts** with other governmental entities
- ☐ **Perishable Food**
- ☐ **Sole Source**
- ☐ **Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- ☐ **Other, please provide specific exception**

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|---|---------|
| Board Office Use: Legislative File Info. | |
| File ID Number | 16-0631 |
| Introduction Date | 5/11/16 |
| Enactment Number | 16-0658 |
| Enactment Date | 5/11/16 |



**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES CONTRACT

This Amendment is entered into between the Oakland Unified School District (OUSD) and
Cognitive Coaching

(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 1/25/2016,
and the parties agree to amend that Agreement as follows:

| | | | |
|----|--------------------------|--|--|
| 1. | Services: | <input type="checkbox"/> The scope of work is <u>unchanged</u> . <input checked="" type="checkbox"/> The scope of work has <u>changed</u> . If the scope of work has changed: Provide brief description of revised scope of work including measurable description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary. <input type="checkbox"/> Revised scope of work attached. OR <input checked="" type="checkbox"/> The CONTRACTOR agrees to provide the following amended services: | |
| 2. | Terms (duration): | <input checked="" type="checkbox"/> The term of the contract is <u>unchanged</u> . <input type="checkbox"/> The term of the contract has <u>changed</u> . If the term has changed: The contract term is extended by an additional _____ (days/weeks/months), and the amended expiration date is <u>06/30/2016</u> . | |
| 3. | Compensation: | <input type="checkbox"/> The contract price is <u>unchanged</u> . <input checked="" type="checkbox"/> The contract price has <u>changed</u> . If the compensation has changed: The contract price is amended by <input checked="" type="checkbox"/> Increase of \$ <u>10,000.00</u> to original contract amount <input type="checkbox"/> Decrease of \$ _____ to original contract amount and the new contract total is <u>twenty thousand</u> dollars (<u>\$20,000.00</u>) S.F | |

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:**

☒ There are no previous amendments to this Agreement. ☐ This contract has previously been amended as follows:

| No. | Date | General Description of Reason for Amendment | Amount of Increase (Decrease) |
|-----|------|---|-------------------------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Board of Education and/or the Superintendent as their designee.

OAKLAND UNIFIED SCHOOL DISTRICT

CONTRACTOR

☐ President, Board of Education

☐ Superintendent

☒ Chief or Deputy Chief

Secretary, Board of Education

Date

Date

Contractor Signature

Print Name, Title

Date

File ID Number: 16-0631

Introduction Date: 5/11/16

Enactment Number: 16-0658

Enactment Date: 5/11/16

By: [Signature]

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.

All Preparation, meetings, support and 4 days Cognitive Coaching Seminars training by training Associate. This Contract includes all planning discussions with the Coach Coordinator and relevant others, preparations for the training, four days 8:30-3:30 of training, and follow-up debrief with the Coach Coordinator

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.

Understand and be able to use the basic Interaction skills and tools of Cognitive Coaching to build rapport and trusting relationships with Pathway Lead Teachers, Pathway Teachers and Teams, School site Administrators and other site Leaders, Industry Partners, and Others supporting Linked Learning Pathway development, quality, and continuous improvement.

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

4. **Alignment with 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: _____

- ☐ **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.

- 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.
- Meeting announcement for meeting in which the CSSSP modification was approved.
- Minutes for meeting in which the CSSSP modification was approved indicating approval of the modification.
- Sign-in sheet for meeting in which the CSSSP modification was approved.

| Board Office Use: Legislative File Info. | |
|--|------------|
| File ID Number: | 15-1817 |
| Introduction Date: | 10/14/2015 |
| Enactment Number: | 15-1575 |
| Enactment Date: | 10/14/2015 |



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To: Board of Education
From: Antwan Wilson, Superintendent
Board Meeting Date: 10/14/2015
Subject: Professional Service Contract
Contractor: Cognitive Coaching of Folsom, CA
Services for: 912-OFFICE OF POST-SECONDARY READINESS

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Cognitive Coaching, Folsom, CA, for the latter to provide: All Linked Learning Pathway Coaches (and invited others) will participate in an eight day Cognitive Coaching Seminar, to provide a foundational high quality and consistent approach to the coaching relationship and process. This training is for the first four days. Agendas for Days 1–4 include the Planning Conversation Map and the Reflecting Conversation Map, as well as the tools of Cognitive CoachingSM. (Days 5–8 provide for skill refinement and understanding of the Problem-Resolving Map.) Suzanne Riley ("Contractor"), a highly experienced and certified Cognitive Coaching trainer, will provide the training. This contract includes all planning discussions with the Coach Coordinator and relevant others, preparations for the training, four days

Background:

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

At the heart of Linked Learning pathway coaching is how we coach. The needs for system-wide change, the needs for transformation of practice, and the needs for skills and knowledge to enact transformation, all require long-term, over-the-shoulder coaching. Each of our coaches brings different knowledge and skills to the table in our Coach Community of Practice. Several of us are already trained and experienced coaches. Several of us have been certified by ConnectEd as Linked Learning Coaches. Others bring experience in instructional design and coaching, trauma informed practice, Graduate Capstone Project design and assessments, or Linked Learning pathway teaching and leadership. While most of the eventual content of our professional learning will be co-constructed around assets and skills, and the self-identified needs of the team as it assesses itself, some foundational approach to coaching that we all share is essential for aligned and coordinated coaching work. We thus believe it is important to have a shared practice of coaching at the heart of all else that we do, and Cognitive CoachingSM is a proven approach that can support all the other kinds of work we want coaches to be able to do. Cognitive CoachingSM is an internationally highly regarded foundational approach to coaching that can be used

Discussion:

(QUANTIFY what is being purchased.)

All Linked Learning Pathway Coaches (and invited others) will participate in an eight day Cognitive Coaching Seminar, to provide a foundational high quality and consistent approach to the coaching relationship and process. This training is for the first four days. Agendas for Days 1–4 include the Planning Conversation Map and the Reflecting Conversation Map, as well as the tools of Cognitive CoachingSM. (Days 5–8 provide for skill refinement and understanding of the Problem-Resolving Map.) Suzanne Riley ("Contractor"), a highly experienced and certified Cognitive Coaching trainer, will provide the training. This contract includes all planning discussions with the Coach Coordinator and relevant others, preparations for the training, four days 8:30-3:30 of training, and follow-up debrief with the Coach Coordinator.

| Board Office Use: Legislative File Info. | |
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| File ID Number | 15-1817 |
| Introduction Date | 10/14/2015 |
| Enactment Number | 15-1575 |
| Enactment Date | 10/14/2015 |



OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2015-2016

This Agreement is entered into between Cognitive Coaching of Folsom, CA
(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 09/01/2015, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$86,000.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$86,000.00, whichever is later. The work shall be completed no later than 06/30/2016.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Ten Thousand Dollars and 00/100 Dollars (\$10,000.00) [per fiscal year], at an hourly billing rate not to exceed N/A per hour. This sum shall be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

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

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

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

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by 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: N/A, which shall not exceed a total cost of \$0.00.

5. 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:

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 30 days prior 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:** By signing this Agreement, CONTRACTOR certifies compliance with the following requirements and will provide OUSD with evidence of staff qualifications, which include:
 1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR 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

EXHIBIT "A" SCOPE OF WORK

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

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

See Attached Scope of Work

SCOPE OF WORK

The mission of Cognitive CoachingSM is to produce self-directed persons with the cognitive capacity for excellence both independently and as members of a community. Research indicates that teaching is a complex intellectual activity and that teachers who think at higher levels produce students who are higher achieving, more cooperative and better problem solvers. It is the invisible skills of teaching, the thinking processes that underlie instructional decisions, which produce superior instruction. Cognitive CoachingSM is a research-based model that capitalizes upon and enhances teachers' cognitive processes. Coaches who embrace the Cognitive Coaching model enhance their ability to support higher level thinking and problem solving in others.

In the eight-day Seminars, participants learn how to:

- develop trust and rapport
- develop an identity as a mediator of thinking
- utilize conversation structures for planning, reflecting and problem resolving
- develop teachers' autonomy and sense of community
- develop higher levels of efficacy, consciousness, craftsmanship, flexibility and interdependence
- apply four support functions: coaching, evaluating, consulting, and collaborating
- utilize the coaching tools of pausing, paraphrasing, and posing questions
- distinguish among the five forms of feedback
- use data to mediate thinking

AMENDMENT ROUTING FORM 2015-2016

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 1



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

Directions

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

- Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
- Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
- If contract total amount has increased, the scope of work must change. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.

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

- Attachment Checklist
- ☒ Contract amendment packet including Board Memo and Amendment Form
 - ☒ Amended Scope of Work (Be specific as to what additional work is being done by this consultant.)
 - ☒ Board approved copy of the original contract and any prior Amendments.

OUSD Staff Contact Emails about this contract should be sent to: (required) Seira.Fuentes@ousd.org

Contractor Information

| | | | | | | |
|------------------|------------------------|------------------|-------------------------|-------|----|-----------|
| Contractor Name | Cognitive Coaching | Agency's Contact | Suzanne Riley | | | |
| OUSD Vendor ID # | I006745 | Title | Owner | | | |
| Street Address | 163 Briggs Ranch Drive | City | Folsom | State | CA | Zip 95630 |
| Telephone | 916.337.4579 | Email (required) | suzzanneriley@gmail.com | | | |

Compensation and Terms – Must be within the OUSD Billing Guidelines

| | | | | | |
|---------------------------|-------------------------|-------------------|-----------|-------------------|------------|
| Original Contract Amount | \$ 10,000.00 | Original PO # | P1601455 | New Requisition # | R0162766 |
| Amended Amount | \$ 10,000.00 | Start Date | 1/25/2016 | End Date | 06/30/2016 |
| New Total Contract Amount | \$ 20,000.00 | Pay Rate Per Hour | \$ 100.00 | # of Hours | 100 |

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 |
|------------|---------------|------------|-------------|--------------|
| 1215 | Atlantic | 9121215202 | 5825 | \$ 10,000.00 |
| | | | 5825 | |
| | | | 5825 | |

Approval and Routing (in order of approval steps)

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

| | | | | | |
|---|---|------------------------------|-----------------|-------|---------------|
| 1. | Administrator / Manager (Originator) | Name | Joanna Locke | Phone | 510.879.4118 |
| | Site/Department (Name & #) | 912 - Linked Learning Office | | | Fax |
| | Signature | | | | 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"/> Community Schools & Student Services Dept. | | | | |
| | <input type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (CSSSP) | | | | |
| | Signature | Date Approved | | | |
| 3. | Network Superintendent/Deputy Network Superintendent | | | | |
| | Signature | Date Approved | | | |
| 4. | Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$84,100 | | | | |
| | <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 | Date Approved | | | |
| 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 | | | |