

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.

As a result of this contract, the consultant will engage and empower a cohort of up to 100 peer leaders from OUSD middle school and high schools. Students in the cohort will participate in meaningful opportunities to articulate, promote, and facilitate Restorative Practices in OUSD. A dozen of these leaders (drawn from the cohort schools) will receive advanced training from the consultant in concert with OUSD in Restorative Practices, youth action research, digital marketing, public speaking and communications, policy development, and group facilitation skills. These activities will result in an overall increase in student knowledge, participation in, and promotion of Restorative Practices at RJ cohort sites as evidenced by program evaluation. Schools featuring youth leadership of Restorative Practices will show a reduction in disciplinary

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

- | | |
|---|---|
| <input 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 checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" 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):

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

Board Office Use: Legislative File Info.	
File ID Number	16-1605
Introduction Date	6/29/16
Enactment Number	16-1257
Enactment Date	6/29/16



**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)

Subject Professional Services Contract Amendment No. 2 -
Heather Manchester
922/Community Schools and Student Services (site/department)

Action Requested Ratification by the Board of Education of Amendment No. 2 to the Professional Services Contract between Oakland Unified School District and Heather Manchester. Services to be primarily provided to 922/Community Schools and Student Services for the period of 9/21/15 through 06/30/16.

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

Youth have been champions of Restorative Justice in OUSD for almost a decade. Largely in response to student advocacy, the Board of Education passed the Restorative Justice Resolution in 2010. Subsequently, OUSD schools have shown positive outcomes from implementing Restorative Practices as an alternative to punishment, to support reentry, and to repair relationships and build community. Since student leadership is a primary component of the District's Whole School Restorative Justice Model, there is a need to both organize and empower youth to understand, facilitate, and institutionalize restorative practices within OUSD schools. In partnership with Restorative Justice for Oakland Youth, OUSD seeks to initiate a youth advisory, leadership, and research team to elevate and establish student voice as an essential instrument for transforming school culture and climate.

Discussion
One paragraph summary of the amended scope of work.

Ratification by the Board of Education of Amendment No. 2 of the Professional Services Contract between the District and Heather Manchester, Oakland, CA for the latter to provide an additional 240 hours as a Youth Program Coordinator to recruit and train youth leaders from middle and high schools within the District's existing Restorative Justice (RJ) cohort; selected youth will participate in an RJ leadership/youth development cohort charged with articulating, promoting, researching, and educating peers and adults about restorative practices in schools and how to use this paradigm to transform school culture for the period of September 21, 2015 through June 30, 2016, in the amount of \$12,000.00, increasing the contract from \$63,000.00 to an amount not to exceed \$75,000.00. All other terms and conditions of the contract remain in full force and effect.

Recommendation Ratification by the Board of Education of Amendment No. 2 to the Professional Services Contract between Oakland Unified School District and Heather Manchester. Services to be primarily provided to 922/Community Schools and Student Services for the period of 9/21/15 through 06/30/16.

Fiscal Impact Funding resource name (please spell out) Central Supp-Restorative Practices
not to exceed \$ 12,000.00

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. 16-1605

Department: Community Schools and Student Services

Vendor Name: Heather Manchester

Contract Term: Start Date: 9/21/15 End Date: 6/30/16

Annual Cost: \$ 12,000.00

Approved by: Barbara McClung

Is Vendor a local Oakland business? Yes ☒ No ☐

Why was this Vendor selected?

Heather has been supporting the Restorative Justice program with youth engagement and leadership work. Her work is crucial to the sustainability of the Restorative Justice program as it engages youth voice and adult/youth partnerships and peer leadership with in the context of restorative justice. The consultant will engage and empower a cohort of up to 100 peer leaders from OUSD middle school and high schools. These activities will result in an overall increase in student knowledge, participation in, and promotion of Restorative Practices at RJ cohort sites as evidenced by program evaluation.

Summarize the services this Vendor will be providing.

Consultant will provide 240 hours serving as a Youth Program Coordinator to recruit and train youth leaders from middle and high schools within the District's existing Restorative Justice (RJ) cohort. The selected youth will participate in a Restorative Justice leadership/youth development cohort charged with articulating, promoting, researching, and educating peers and adults about restorative practices in schools and how to use this paradigm to transform school culture.

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 \$87,800 (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 [requires Board resolution declaring an emergency]
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 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**

Board Office Use: Legislative File Info.	
File ID Number	16-1605
Introduction Date	6-29-16
Enactment Number	16-1257
Enactment Date	6/29/16



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

AMENDMENT NO. 2 TO PROFESSIONAL SERVICES CONTRACT

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

Heather Manchester

(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 9/21/15,
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:		
The consultant will provide 240 additional hours of service for her work as Youth Program Coordinator for middle and high schools within the existing Restorative Justice cohort.		

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>06/30/16</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>12000</u> to original contract amount		
<input type="checkbox"/> Decrease of \$ _____ to original contract amount		
and the new contract total is <u>Seventy five thousand</u> dollars (<u>75000</u>)		

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)
1	3/23/16	Consultant to provide 1360 hrs for RJ Youth Program coordination.	\$ 48000.00
			\$
			\$

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

☐ President, Board of Education

Date

☐ Superintendent

☒ Chief or Deputy Chief

Secretary, Board of Education

6/30/16
Date

CONTRACTOR

Contractor Signature

6/17/2016
Date

Heather Manchester
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.

The consultant provides a youth engagement program focused on facilitating and increasing youth engagement in Restorative Practices. This includes approximately 100 OUSD youth to plan and promote Restorative Practices among peers at participating schools. The consultant will also organize, mentor, train, and empower a smaller cohort of 12 youth facilitators to serve as a Restorative Justice Youth Leadership Council for the District to research and support the continuous improvement of Whole School Restorative Justice. Through meaningful youth engagement, students will both expand and improve the initiative within the District and at participating RJ schools. The overarching goal is to lift up youth voice to challenge, educate and inform peers and adults and to evaluate and improve the implementation of Restorative Practices to promote equity within OUSD schools.

- 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.

As a result of this contract, the consultant will engage and empower a cohort of up to 100 peer leaders from OUSD middle school and high schools. Students in the cohort will participate in meaningful opportunities to articulate, promote, and facilitate Restorative Practices in OUSD. A dozen of these leaders (drawn from the cohort schools) will receive advanced training from the consultant in concert with OUSD in Restorative Practices, youth action research, digital marketing, public speaking and communications, policy development, and group facilitation skills. These activities will result in an overall increase in student knowledge, participation in, and promotion of Restorative Practices at RJ cohort sites as evidenced by program evaluation. Schools featuring youth leadership of Restorative Practices will show a reduction in disciplinary incidences related to defiance and fights as evidenced by Aeries data and an increase in youth participation in conflict mediation as evidenced by CitySpan data.

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

- | | |
|---|---|
| <input 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 checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" 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.

AMENDMENT ROUTING FORM 2015-2016

PROFESSIONAL SERVICES CONTRACT AMENDMENT No. 2



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.

1. Contractor and OUSD contract originator reach agreement on modification to original scope of work and compensation.
2. Insert the amendment number (i.e. if this is the first amendment enter "1," second enter "2," etc.) at the top of the amendment.
3. If contract total amount has increased, the scope of work must change. OUSD contract originator creates new requisition with the original PO number referenced in the item description.
4. 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	<input checked="" type="checkbox"/> Contract amendment packet including Board Memo and Amendment Form
	<input checked="" type="checkbox"/> Amended Scope of Work (Be specific as to what additional work is being done by this consultant.)
	<input checked="" type="checkbox"/> Board approved copy of the original contract and any prior Amendments.

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

Contractor Information

Contractor Name	Heather Manchester	Agency's Contact	Heather Manchester					
OUSD Vendor ID #	I006633	Title	Consultant					
Street Address	P.O. Box 22536	City	Oakland		State	CA	Zip	94609
Telephone	707-301-7185	Email (required)	heathermanchester@yahoo.com					

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 63,000.00	Original PO #	P1602227	New Requisition #	R0164844
Amended Amount	\$ 12,000.00	Start Date	9/21/15	End Date	06/30/16
New Total Contract Amount	\$ 75,000.00	Pay Rate Per Hour	\$ 50.00	# of Hours	240

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
0005	Central Supp-Res	9222233101	5825	\$ 12,000.00
			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	Barbara McClung	Phone	510-879-3636
	Site/Department (Name & #)		922/Community Schools and Student Services		Fax	510-879-4605
	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 checked="" type="checkbox"/> Community Schools and Student Services					
	<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			
	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$84,100					
4.	<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	
Procurement			Date Received		PO Number	P1602227

Board Office Use: Legislative File Info.	
File ID Number	16-0236
Introduction Date	3-23-16
Enactment Number	16-0447
Enactment Date	3/23/16 OA



**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)

3/23/16

Subject Professional Services Contract Amendment No. 1 -
Heather Manchester
922/Community Schools and Student Services Department (site/department)

Action Requested Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Heather Manchester. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of 09/21/15 through 06/30/16.

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

Youth have been champions of Restorative Justice in OUSD for almost a decade. Largely in response to student advocacy, the Board of Education passed the Restorative Justice Resolution in 2010. Subsequently, OUSD schools have shown positive outcomes from implementing Restorative Practices as an alternative to punishment, to support reentry, and to repair relationships and build community. Since student leadership is a primary component of the District's Whole School Restorative Justice Model, there is a need to both organize and empower youth to understand, facilitate, and institutionalize restorative practices within OUSD schools. In partnership with Restorative Justice for Oakland Youth, OUSD seeks to initiate a youth advisory, leadership, and research team to elevate and establish student voice as an essential instrument for transforming school culture and climate.

Discussion
*One paragraph
summary of the
amended scope of
work.*

Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between the District and Heather Manchester, Oakland, CA, for the latter to provide an additional 1360 hours of service as a Youth Program Coordinator to recruit and train youth leaders from middle and high schools within the District's existing restorative justice (RJ) cohort; selected youth will participate in an RJ leadership/youth development cohort beginning in 2015-2016, charged with articulating, promoting, researching, and educating peers and adults about Restorative Practices in schools and how to use this paradigm to transform school culture, and extending the term of the contract for the period from September 21, 2015 through September 30, 2015 to June 30, 2016, in the additional amount of \$48,000.00, increasing the Agreement from \$15,000.00 to an amount not to exceed \$63,000.00. All other terms and conditions of the contract remain in full force and effect.

Recommendation Ratification by the Board of Education of Amendment No. 1 to the Professional Services Contract between Oakland Unified School District and Heather Manchester. Services to be primarily provided to 922/Community Schools and Student Services Department for the period of 09/21/15 through 06/30/16.

Fiscal Impact Funding resource name (please spell out) 0005/Central Support-Restorative Practices
not to exceed \$48,000.00

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. 16-0236

Department: 922/Community Schools and Student Services Department

Vendor Name: Heather Manchester

Contract Term: Start Date: 9/21/15 End Date: 6/30/16

Annual Cost: \$ 48,000 amendment

Approved by: Barbara McClung / Curtiss Sarikey

Is Vendor a local Oakland business? Yes ☒ No ☐

Why was this Vendor selected?

Heather has been a consultant for the District for many years. Most recently, she has been supporting the Restorative Justice program with youth engagement and leadership work. Her work is crucial to the sustainability of the Restorative Justice program as it engages youth voice and adult/youth partnerships and peer leadership with in the context of restorative justice.

Summarize the services this Vendor will be providing.

Health will participate in writing grants, recruiting and developing the Restorative Justice Youth Leadership Council, supporting the Peer Restorative Justice program on the primary and secondary level. She will also be available for special projects such as the one the OUSD RJ program is working on with the OUSD Police and Outward Bond Professional.

Was this contract competitively bid? Yes ☐ No ☒

If No, answer the following:

1) How did you determine the price is competitive?

The contract price is consistent with past contracts with this vendor and similar work by other vendors in our unit.

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 \$87,800 (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 [requires Board resolution declaring an emergency]
- ☐ **Technology** contracts
 - ☐ electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 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**

Board Office Use: Legislative File Info.	
File ID Number	16-0236
Introduction Date	3-23-16
Enactment Number	16-0447
Enactment Date	3/23/16



OAKLAND UNIFIED
SCHOOL DISTRICT

School's. Thriving. Students.

AMENDMENT NO. 1 TO PROFESSIONAL SERVICES CONTRACT

This Amendment is entered into between the Oakland Unified School District (OUSD) and
Heather Manchester
(CONTRACTOR). OUSD entered into an Agreement with CONTRACTOR for services on 09/21/15,
and the parties agree to amend that Agreement as follows:

1. Services:	<input checked="" type="checkbox"/> The scope of work is <u>unchanged</u> . <input 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: The consultant will continue to do the same scope of work and provide additional hours of service through the end of the fiscal year.	
2. Terms (duration):	<input type="checkbox"/> The term of the contract is <u>unchanged</u> . <input checked="" type="checkbox"/> The term of the contract has <u>changed</u> . If the term has changed: The contract term is extended by an additional <u>9 months</u> (days/weeks/months), and the amended expiration date is <u>06/30/16</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>48,000.00</u> to original contract amount <input type="checkbox"/> Decrease of \$ _____ to original contract amount and the new contract total is <u>Sixty three thousand</u> dollars (\$ <u>63,000.00</u>)	

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

[Signature] [Signature]

☐ President, Board of Education

☐ Superintendent

☒ Chief or Deputy Chief

[Signature]
Secretary, Board of Education

Date

Date

CONTRACTOR

[Signature]
Contractor Signature

2/17/2016

Date

Heather Manchester

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.

The consultant will continue to provide a youth engagement program focused on facilitating and increasing youth engagement in Restorative Practices. This includes approximately 100 OUSD youth to plan and promote Restorative Practices among peers at participating schools. The consultant will also organize, mentor, train, and empower a smaller cohort of 12 youth facilitators to serve as a Restorative Justice Youth Leadership Council for the District to research and support the continuous improvement of Whole School Restorative Justice. Through meaningful youth engagement, students will both expand and improve the initiative within the District and at participating RJ schools. The overarching goal is to lift up youth voice to challenge, educate and inform peers and adults and to evaluate and improve the implementation of Restorative Practices to promote equity within OUSD schools.

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.

As a result of this contract, the consultant will engage and empower a cohort of up to 100 peer leaders from OUSD middle school and high schools. Students in the cohort will participate in meaningful opportunities to articulate, promote, and facilitate Restorative Practices in OUSD. A dozen of these leaders (drawn from the cohort schools) will receive advanced training from the consultant in concert with OUSD in Restorative Practices, youth action research, digital marketing, public speaking and communications, policy development, and group facilitation skills. These activities will result in an overall increase in student knowledge, participation in, and promotion of Restorative Practices at RJ cohort sites as evidenced by program evaluation. Schools featuring youth leadership of Restoration Practices will show a reduction in disciplinary incidences related to defiance and rights as evidence by Aeries data and an increase in youth participation in conflict mediation as evidence by Cityspan Technologies data.

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

- | | |
|---|---|
| <input 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 checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" 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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/17/2015

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 Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 520 Madison Avenue 32nd Floor New York, NY 10022	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL ADDRESS: contact@hiscox.com														
INSURED Heather Manchester 3870 Patterson Ave Oakland CA 94619	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Hiscox Insurance Company Inc</td><td>10200</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hiscox Insurance Company Inc	10200	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Hiscox Insurance Company Inc	10200														
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 SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	UDC-1461090-CGL-15	06/05/2015	06/05/2016	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
	MED EXP (Any one person) \$ 5,000					
	PERSONAL & ADV INJURY \$ 1,000,000					
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COM/OP AGG \$ S/T Gen. Agg.
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**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

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Hiscox Insurance Company Inc.

Policy Number: UDC-1461090-CGL-15
Named Insured: Heather Manchester
Endorsement Number: 17
Endorsement Effective: June 05, 2015

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)
Oakland Unified School District 900 High Street Oakland, CA 94601
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.

SAM Search Results
List of records matching your search for :

Search Term : Heather* Manchester*
Record Status: Active

No Search Results

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) Kelly.Leonard@ousd.org

Contractor Information

Contractor Name	Heather Manchester	Agency's Contact	Heather Manchester			
OUSD Vendor ID #	I006633	Title	Consultant			
Street Address	P.O. Box 22536	City	Oakland	State	CA	Zip 94609
Telephone	707-301-7185	Email (required)	heathermanchester@yahoo.com			

Compensation and Terms – Must be within the OUSD Billing Guidelines

Original Contract Amount	\$ 15,000.00	Original PO #	P1602227	New Requisition #	R0163201
Amended Amount	\$ 48,000.00	Start Date	09/21/15	End Date	06/30/16
New Total Contract Amount	\$ 63,000.00	Pay Rate Per Hour	\$ 50.00	# of Hours	960

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
0005	Central Support	9222233101	5825	\$ 48,000.00
	Restorative Practice		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	Barbara McClung	Phone	(510) 879-3636	
	Site/Department (Name & #)	922/Community Schools and Student Services Department			Fax	(510) 879-4065
	Signature	<i>[Signature]</i>			Date Approved	2/17/16
2.	Resource Manager, if using funds managed by: <input type="checkbox"/> State and Federal <input type="checkbox"/> Quality, Community, School Development <input checked="" type="checkbox"/> Community Schools and Student Services					
	<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	<i>[Signature]</i>			Date Approved	2/23/16
	Chiefs / Deputy Chiefs Consultant Aggregate <input checked="" type="checkbox"/> Under <input type="checkbox"/> Over \$84,100					
4.	<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	
5.	Superintendent, Board of Education Signature on the legal contract					
Legal Required if not using standard contract		Approved		Denied - Reason		
Procurement	Date Received		PO Number	P1602227		



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools,
Thriving Students

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File #: 15-1950 Version:1 Name: Professional Services Contract - Heather Manchester - Behavioral Health Initiatives Unit - Community Schools and Student Services Department

Type: Agreement or Contract Status: Passed

File created: 9/22/2015 In control: Academics

On agenda: 10/14/2015 Final action: 10/14/2015

Enactment date: 10/14/2015 Enactment #: 15-1640

Title: Ratification by the Board of Education of a Professional Services Contract between the District and Heather Manchester, Oakland, CA, for the latter to provide a youth engagement program focused on facilitating and increasing youth engagement in Restorative Practices, including recruiting approximately 100 District youth to plan and promote Restorative Practices among peers at participating schools; organize, mentor, train, and empower a smaller cohort of 12 youth facilitators to serve as a Restorative Justice Youth Leadership Council for the District to research and support the continuous improvement of Whole School Restorative Justice; and provide other services as described in the Scope of Work, incorporated herein by reference as though fully set forth, via the Community Schools and Student Services Department, for the period of September 21, 2015 through September 30, 2015, in an amount not to exceed \$15,000.00.

Attachments: 1. [15-1950 Professional Services Contract - Heather Manchester - Behavioral Health Initiatives Unit - Community Schools and Student Services Department](#)

Contact: Barbara.McClung@ousd.org

[History \(1\)](#)
[Text](#)

1 record Group Export

Date ▼	Ver.	Action By	Action	Result	Action Details	Meeting Details	Video
10/14/2015	1	Board of Education	Adopted on the General Consent Report	Pass	Action details	Meeting details	Not available

Board Office Use: Legislative File Info.	
File ID Number:	15-1950
Introduction Date:	10/14/2015
Enactment Number:	15-1640
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: Heather Manchester of Oakland , CA
Services for: 922-COMMUNITY SCHOOLS & STUDENT SERVICES

Board Action Requested and Recommendation: Ratification by the Board of Education of a Professional Services Contract between the District and Heather Manchester, Oakland , CA, for the latter to provide: The consultant will provide a youth engagement program focused on facilitating and increasing youth engagement in Restorative Practices. This includes approximately 100 OUSD youth to plan and promote Restorative Practices among peers at participating schools. The consultant will also organize, mentor, train, and empower a smaller cohort of 12 youth facilitators to serve as a Restorative Justice Youth Leadership Council for the District to research and support the continuous improvement of Whole School Restorative Justice. Through meaningful youth engagement, students will both expand and improve the initiative within the District and at participating RJ schools. The overarching goal is to lift up youth voice to challenge, educate and inform peers and adults and to evaluate and improve the implementation of Restorative Practices to promote equity within OUSD schools.

Background:

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

Youth have been champions of Restorative Justice in OUSD for almost a decade. Largely in response to student advocacy, the Board of Education passed the Restorative Justice Resolution in 2010. Subsequently, OUSD schools have shown positive outcomes from implementing Restorative Practices as an alternative to punishment, to support reentry, and to repair relationships and build community. Since student leadership is a primary component of the District's Whole School Restorative Justice Model, there is a need to both organize and empower youth to understand, facilitate, and institutionalize restorative practices within OUSD schools. In partnership with Restorative Justice for Oakland Youth, OUSD seeks to initiate a youth advisory, leadership, and research team to elevate and establish student voice as an essential instrument for transforming school culture and climate.

Discussion:

(QUANTIFY what is being purchased.)

The consultant will provide a youth engagement program focused on facilitating and increasing youth engagement in Restorative Practices. This includes approximately 100 OUSD youth to plan and promote Restorative Practices among peers at participating schools. The consultant will also organize, mentor, train, and empower a smaller cohort of 12 youth facilitators to serve as a Restorative Justice Youth Leadership Council for the District to research and support the continuous improvement of Whole School Restorative Justice. Through meaningful youth engagement, students will both expand and improve the initiative within the District and at participating RJ schools. The overarching goal is to lift up youth voice to challenge, educate and inform peers and adults and to evaluate and improve the implementation of Restorative Practices to promote equity within OUSD schools.

Board Office Use: Legislative File Info.	
File ID Number:	15-1950
Introduction Date:	10/14/2015
Enactment Number:	15-1640
Enactment Date:	10/14/2015



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Fiscal Impact: Funding Resource name(s) (detailed below) not to exceed \$15,000.00.

\$15,000.00

CENTRAL OFFICE SUPPLEMENTAL

Attachments: Professional Services Contract including Scope of Work

Board Office Use: Legislative File Info.	
File ID Number	15-1950
Introduction Date	10/14/2015
Enactment Number	15-1640
Enactment Date	10/14/2015



OAKLAND UNIFIED
SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2015-2016

This Agreement is entered into between Heather Manchester of Oakland, 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 09/21/2015, 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 09/30/2015.

- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Fifteen Thousand Dollars and 00/100 Dollars (\$15,000.00) [per fiscal year], at an hourly billing rate not to exceed \$50.00 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: 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:

OUSD Representative:

Name: BARBARA MCCLUNG

Site /Dept.: 922-COMMUNITY SCHOOLS & STUDENT SE

Address: 746 Grand Avenue

Oakland, CA 94610

Phone: 5102731523

Email: Barbara.McClung@ousd.k12.ca.us

CONTRACTOR:

Name: Heather Manchester

Title: Owner

Address: PO BOX 22536

Oakland, CA 94609

Phone: 707-301-7185

Email: heathermanchester@yahoo.com

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

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 from OUSD's Risk Management.) 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 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

Professional Services Contract

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, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.

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

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

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.sam.gov/>).
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.
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.
31. **W-9 Form:** If CONTRACTOR is doing business with OUSD for the first time, complete and return with the signed Contract the W-9 form.

OAKLAND UNIFIED SCHOOL DISTRICT

☐ President, Board of Education

☒ Superintendent or Designee


Secretary, Board of Education

CONTRACTOR

Heather Manchester

Contractor Signature

Heather Manchester, Owner

Print Name, Title

Form approved by OUSD General Counsel for 2015-16 FY

EXHIBIT "A" SCOPE OF WORK

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

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

The consultant will provide a youth engagement program focused on facilitating and increasing youth engagement in Restorative Practices. This includes approximately 100 OUSD youth to plan and promote Restorative Practices among peers at participating schools. The consultant will also organize, mentor, train, and empower a smaller cohort of 12 youth facilitators to serve as a Restorative Justice Youth Leadership Council for the District to research and support the continuous improvement of Whole School Restorative Justice. Through meaningful youth engagement, students will both expand and improve the initiative within the District and at participating RJ schools. The overarching goal is to lift up youth voice to challenge, educate and inform peers and adults and to evaluate and improve the implementation of Restorative Practices to promote equity within OUSD schools.

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.

As a result of this contract, the consultant will engage and empower a cohort of up to 100 peer leaders from OUSD middle school and high schools. Students in the cohort will participate in meaningful opportunities to articulate, promote, and facilitate Restorative Practices in OUSD. A dozen of these leaders (drawn from the cohort schools) will receive advanced training from the consultant in concert with OUSD in Restorative Practices, youth action research, digital marketing, public speaking and communications, policy development, and group facilitation skills. These activities will result in an overall increase in student knowledge, participation in, and promotion of Restorative Practices at RJ cohort sites as evidenced by program evaluation. Schools featuring youth leadership of Restorative Practices will show a reduction in disciplinary

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

- | | |
|---|---|
| <input 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 checked="" type="checkbox"/> Safe, healthy and supportive schools |
| <input checked="" type="checkbox"/> Create equitable opportunities for learning | <input type="checkbox"/> Accountable for quality |
| <input type="checkbox"/> High quality and effective instruction | <input checked="" 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):

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