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File ID Number 18-1639					
Introduction Date	10/24/18				
<b>Enactment Number</b>	18-1652				
Enactment Date 10/24/18 os					



# Memo

To

**Board of Education** 

From

Kyla Johnson-Trammell, Superintendent

Andrea Bustamante, Executive Director, Community Schools and Student Services Dept.

Ali Metzler, Coordinator, Community School Leadership

**Board Meeting Date** 

October 24, 2018

Subject

Memorandum of Understanding

Contractor: ScriptEd Org

Services For: Community Partnerships, Community Schools and Student Services Dept.

Action Requested and Recommendation Approval by the Board of Education of the Memorandum of Understanding between the District and ScriptEd Org, San Francisco, CA, for the latter to provide Computer Science classes taught by professional software developers; students learn HTML, CSS, and JavaScript and build interactive webpages; curriculum is aligned with Computer Science Teachers Association standards and refreshed regularly with feedback from industry partners; students also gain exposure to tech careers through field trips to local companies and start-ups, at Coliseum College Prep Academy, Street Academy and Oakland Technical High Schools for the period of January 1, 2018 through January 1, 2021, at no cost to the District.

Background (Why do we need these

(Why do we need these services? Why have you selected this vendor?) ScriptEd equips students in under-resourced schools with the fundamental coding skills and professional experiences that together create access to careers in technology. ScriptEd brings its tuition-free program directly to schools, where classes are taught by software developers on a volunteer basis. Students apply their new coding skills in paid summer internships where they work with role models in the field as well as gain the experience and confidence necessary to pursue a career in technology.

**Competitively Bid** 

Was this contract competitively bid? No

If no, exception: No fee for services; In-kind partnership.

Fiscal Impact

Funding resource(s): No Fiscal Impact

Attachments

- Memorandum of Understanding
- Scope of Work
- Statement of Qualifications
- Certificate of Insurance

# MEMORANDUM OF UNDERSTANDING, NO COST TO OAKLAND UNIFIED SCHOOL DISTRICT

#### I. Parties

The purpose of this Memorandum of Understanding ("MOU") is to establish a relationship between Oakland Unified School District ("OUSD") and ScriptEd DBA ScriptEdOrg [CONTRACTOR—name of your organization].

WHEREAS, the CONTRACTOR's services or program described in this MOU will be provided at no cost to OUSD (or students or parents unless otherwise agreed upon by both parties); and

BOTH PARTIES HEREBY enter into this MOU to enable CONTRACTOR to provide said program(s) selected in Section II of the MOU.

#### II. Site Name(s)

Unless otherwise further agreed to in writing by the parties, the School Sites governed by this MOU are the following (attach separate document if more space is needed):

Coliseum College Prep Academy		
Street Academy (through BACR)		
Oakland Technical HS (through BACR)		
NTRACTOR Responsibilities/Scope of Service	2	

- III. CONTRACTOR Responsibilities/Scope of Services
  - A. Provide a description of the services that your program(s) will be providing to OUSD. Please be specific by answering all of the following questions.
    - 1. A detailed description of the type of services your program(s) will provide to OUSD (reference Exhibit A: Scope of Work)
    - 2. A description of your organization and relevant experience (reference Exhibit B: Statement of Qualifications)

3.	Please disclose all costs to parents or students (if applicable). If no such costs, leave blank of write "N/A."									
	N/A									

4.		nment with District Strategic Plan: Indicate the goals and visions supported by the ces of this contract: (Check all that apply.)
		Ensure a high quality instructional core
		Develop social, emotional and physical health
	$\checkmark$	Create equitable opportunities for learning
	$\checkmark$	High quality and effective instruction
	$\checkmark$	Prepare students for success in college and careers
		Safe, healthy and supportive schools
	$ lap{\checkmark}$	Accountable for quality
		Full service community schools district

- B. Ensure that all CONTRACTOR personnel, including subcontractors, will comply with any policy and systems in place at OUSD and School(s). This includes, but is not limited to the following:
  - 1. **Drug and Smoke Free**—No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs at these School(s).
  - 2. Anti-Discrimination—It is the policy of OUSD that in connection with CONTRACTOR's services under this MOU there shall be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, age, or other legally protected class. Therefore, the CONTRACTOR agrees to comply with all applicable Federal and California laws.
  - 3. Conflict of Interest—CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any OUSD employee to perform the services in this MOU, and affirms that to the best of its knowledge no such conflict presently exists. CONTRACTOR agrees to alert OUSD in writing if and when a potential conflict arises.
  - 4. Family Education Rights and Privacy Act—CONTRACTOR shall observe all District policies and regulations, and state and federal laws, including the Family Education Rights and Privacy Act of 1974, commonly known as FERPA, related to the confidentiality of pupil and personnel records. A separate Data Sharing Agreement is required if CONTRACTOR seeks identifiable student information.
- C. **Tuberculosis Screening**: CONTRACTOR is required to screen employees and agents who will be present at OUSD sites during the current school year. CONTRACTOR affirms that each person has current proof of negative TB testing on file and TB results are monitored. Please see **Section IV** for the relevant documentation that is required.
- D. 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 MOU. 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 MOU, 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 contact with OUSD pupils in providing services to the District under this MOU. [Please see Section IV for the relevant documentation that is required.]

In the event that OUSD, in its sole discretion, at any time during the term of this MOU, desires the removal of any CONTRACTOR related person, employee, representative or agent from any 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.

#### E. Insurance

- General Liability: EITHER (a) CONTRACTOR maintains general liability insurance that
  names OUSD as an additional insured, for operations, students, volunteers, and personnel at
  location where CONTRACTOR provides programs/services with at least \$1 Million in
  coverage, and furnish certificate of said insurance to OUSD OR (b) CONTRACTOR is not
  required to maintain general liability insurance under this MOU if the Risk Management
  Officer signs a waiver of insurance. Please see Section IV for the relevant documentation
  that is required.
- 2. Workers' Compensation: If CONTRACTOR employs any person to perform work in connection with this MOU, 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. The CONTRACTORS' Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease. Please see Section IV for the relevant documentation that is required.

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.
- F. Communication—CONTRACTOR agrees to communicate with School(s) and OUSD staff, both formally and informally, to ensure, to the best of the program's ability, that the CONTRACTOR'S services are aligned with the School(s) and OUSD's mission and objectives and are adequately meeting student's needs. At the request of School(s) or OUSD staff, CONTRACTOR shall provide reasonable data and information to students participating in the CONTRACTOR's program.
- G. Confidentiality—CONTRACTOR shall maintain strict confidentiality of all information about individual students received under this MOU and will not disseminate such information without the express written consent of OUSD. CONTRACTOR will comply with FERPA, and will be allowed to use the data received to solicit funding to continue to expand its services/program, so

long as there is no information from which the identity of any student in the CONTRACTOR's program as a participant could be made.

H. Register With/Update Provider Database—In order to maintain accurate up-to-date information on the services provided, Contractor shall register in OUSD's provider database, update schools of operation prior to commencing services during subsequent school years, and update during the current school year when Contractor's schools of operation change.

#### IV. Required Documents

CONTRACTOR CANNOT commence the services agreed to in this MOU until it has submitted the following documents:

Α.	TB	and	Finger	printing	Clearance
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### Contractor (Individual):

Submit clearance letter from authorized agency verifying individual has been Fingerprinted/Criminal Background Checked for this current fiscal year. Additionally, please provide documentation from health care provider showing negative TB status of individual within the last four years.

#### Contractor (Agency):

Attach clearance letter from Agency/Community-Based Organization/Non-Profit Organization on agency letterhead verifying all personnel, including subcontractors, have been Fingerprinted/Criminal Background Checked and have TB clearance for this current fiscal year and signed by authorized personnel.

#### B. Insurance

#### Contractor (Individual/Agency):

Please attach documentation of either proof of insurance, or a waiver signed by the Risk Management Officer. The additional insured address must read: Oakland Unified School District, Attention: Risk Management, 1000 Broadway Suite 440, Oakland, CA 94607. Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

#### V. Responsibilities of Oakland Unified School District

- A. Space—Provide a suitable classroom or space at the participating School(s), to be agreed upon by School(s) and the CONTRACTOR.
- B. **Janitorial Service**—Provide necessary services to maintain this space, which may include janitorial services, maintenance, utilities, and technology support.

#### VI. Duration

This MOU is for the 
$$\frac{01/01/2018}{[Insert mm/dd/year]}$$
 -  $\frac{01/01/2021}{[Insert mm/dd/year]}$  period.

#### VII. **Termination**

Either party may terminate this MOU at any time, without cause, with 30 day written notice to the other party. This MOU may be amended by mutual consent of the parties. All amendments must be in writing and signed by both parties.

#### VIII. Defense/Indemnity/Hold Harmless

Each party to this MOU agrees to defend, indemnify and hold harmless the other for and from any claims, causes of action, or any other proceeding of any type or kind that is made against the other where such claim, cause of action or other proceeding arises from the conduct, act, omission, or commission by the other party.

#### IX. Jurisdiction

This MOU shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court or the United States District Court for the Northern District of California shall have jurisdiction over any civil action arising out of or relating to this MOU.

#### X. Notices

Any notice provided for in this MOU shall be in writing and effective upon receipt at the address set forth below in this section, delivered by any of the following means: personal delivery; certified U.S. mail, return receipt requested; or electronic mail. Either party may change the addresses below by giving notice of such change pursuant to this section.

DISTRICT	CONTRACTOR

Contact: Marion McWilliams Contact: **Emily Shapiro** 

Title: General Counsel Title: Regional Program Lead Address: Office of the General Counsel

Address: 88 Colin P. Kelly Jr. Street 1000 Broadway, Suite 680

San Francisco, CA 94107 Oakland, CA 94607

Phone: 510-879-8535 415-515-9646 Phone: Fax: 510-879-4046 emily@scripted.org E-mail: Email:

marion.mcwilliams@ousd.org

OUSD Sponsoring School/Department: CCPA

#### XI. 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.

#### XII. 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/).

### XIII. Integration and Modification

This MOU constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This MOU may be amended or modified only in writing, signed by both Parties.

#### XIV. Assignment

The rights and obligations of the each Party under this MOU shall not be assigned without the express prior written consent of the other Party.

#### XV. Waiver

No delay or omission by either Party in exercising any right under this MOU shall operate as a waiver of that or any other right provided for in this MOU.

#### XVI. No Rights in Third Parties

This MOU does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

#### XVII. Counterparts

This MOU and all amendments and modifications to it may be executed in counterparts, and all counterparts together shall be construed as one document.

#### **XVIII. Intellectual Property**

During the term of this MOU, any works created by or inventions of Contractor, his agents or employees, within the scope of the work contracted herein shall belong to the District together with all associated copy rights and patents. Contractor shall not publish any aspect of the work performed hereunder without prior written consent of the District.

#### XIX. Relationship of Parties

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.

### XX. 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.

#### XXI. Incorporation of Recitals and Exhibits

OALL AND UNITED COHOOL DICTOR

The Recitals and each exhibit attached hereto are hereby incorporated herein by reference. CONTRACTOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Agreement, the terms and provisions of this Agreement shall govern.

#### XXII. Public Document

This contract, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.

IN WITNESS THEREOF, the parties to this agreement have duly executed it on the day, month and year set forth below.

OAKLAND UNIFIED SCHOOL	JL DISTRICT	CONTRACTOR	
Aime Eng	10/25/18	any Dup	12/12/17
X President, Board of Education	Date (mm/dd/year)	Contractor Signature	Date (mm/dd/year)
Superintendent			
Chief or Deputy Chief			
OVien.	10/25/10	Emily Shapiro, Regional Program Lead	i
Jog Hanne	10/25/18	Print Name, Title	
Secretary, Board of Education	Date (mm/dd/year)		
Form approved by OUSD General C	Counsel for 2017-18		
FY			

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel
APPROVED FOR FORM AND SUBSTANCE

Michael L. Smith, Attorney at Law

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at https://www.sam.gov/

#### **EXHIBIT "A" SCOPE OF WORK**

**Description of Services to be Provided and Specific Expected Outcomes**: Highlight each program that you provide to OUSD. Attach a separate document if more space is needed.

ScriptEd Foundations classes are held twice a week for a full school year. Each class is taught by a team of four professional software developers, who are trained and supported in the classroom by a ScriptEd Program Manager. Students learn HTML, CSS, and JavaScript and build interactive webpages. Curriculum is aligned with standards from the Computer Science Teachers Association, and refreshed regularly with feedback from industry partners. In addition to coursework, students gain exposure to tech careers through field trips to local companies and start-ups. Each semester culminates in a Hackathon, where students create projects in teams and compete for prizes.

For our school day programs, we always have an instructor present. Our only traditional school day program is at CCPA and in that class there is always an instructor present. Derrick McMillen has been our contact there but I believe we will be working Tyjun Mack this year. We also work with Street Academy and Oakland Tech through BACR during afterschool hours.

#### **EXHIBIT "B" STATEMENT OF QUALIFICATIONS**

**Description of Organization and Relevant Experience:** For individual consultants, a résumé will suffice. Attach a separate document if more space is needed.

ScriptEd equips students in under-

resourced schools with the fundamental coding skills and professional experiences that together create access to careers in technoloy.

#### ScriptEd brings its tuition-

free program directly to schools, where classes are taught by software developers on a volunteer basis. Students apply their new coding skills in paid summer internships where they work with role models in the field as well as gain the experience and confidence necessary to pursue a career in technology.

#### ScriptEd Background Information:

Founded in 2012, ScriptEd is a non-profit organization that equips students in under-

resourced schools with the fundamental coding skills and professional experiences that together create access to careers in technology.

#### ScriptEd brings its tuition-

free program directly to schools, where classes are taught by software developers on a volunteer basis. Students apply their new coding skills in paid summer internships where they work with role models in the field as well as gain the experience and confidence necessary to pursue a career in technology.

ScriptEd has grown rapidly over the past four years. In its first year, ScriptEd served 27 students in two high schools in Harlem, New York, and placed four of its students in internships at technology companies. In the 2017-2018 school year, ScriptEd served more than 600 students in New York City, and placed 75 students in internships. In 2016-2017, ScriptEd expanded to serve more than 900 students across 35 high schools in NYC, and launched programs in 3 high schools in the San Francisco Bay Area.

ScriptEd won the Dewey Winburne Community Service Award from South by Southwest, the Judges' Choice Award in the Millennial Impact Challenge from Huffington Post, the Teach for America Social Innovation Award, the Emerging Innovator Award from America nExpress, the Tufts' 100k Challenge Award, both the My Voice Our City Award and the American Dream Award from Ashoka, and the GoogleRISE Award. ScriptEd has been recognized by the White House as a Champion of Change for Tech Inclusion. The organization has been has been featured in Smithsonian, Time, Huffington Post, CBS, New York 1, Technically Brooklyn, the Chronicle of Philanthropy and Fortune, and its Executive Director and Founder Maurya Couvares was a featured speaker at TEDxNYED, has been recognized by the New York Business Journal as a 'Women of Influence' and as a Catalyst by the City of New York.



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/28/2018

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 have ADDITIONAL INSURED provisions or 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).

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CERTIFICATE HOLDER						CANCELLATION								
Oakland Unified School District Attention: Risk Management 1000 Broadway, Suite 440 Oakland, CA 94607						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					LED BEFORE LIVERED IN			
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## UNITED STATES LIABILITY INSURANCE GROUP WAYNE, PENNSYLVANIA

This endorsement modifies insurance provided under the following:

#### COMMERCIAL GENERAL LIABILITY COVERAGE FORM

#### BLANKET ADDITIONAL INSURED ENDORSEMENT

Section II – Who Is An Insured is amended to include as an additional insured any person(s) or organization(s) for whom you are performing "your work" under a written contract or agreement, that requires such person(s) or organization(s) to be added as an additional insured on your policy. Such person(s) or organization(s) is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" occurring after the effective date of such contract or agreement that is caused, in whole or in part by:

- 1) Your acts or omissions; or
- 2) The acts or omissions of those acting on your behalf;

in the performance of "your work" for the additional insured.

Coverage for an additional insured under this endorsement ends when "your work" for that additional insured ends or is put to its intended use by any person or organization.

#### **EXCLUSIONS**

There is no coverage under this endorsement for loss or expense, including but not limited to the cost of defense for "bodily injury", "property damage" or "personal and advertising injury" occurring:

- After all of "your work", including materials, parts or equipment furnished in connection with "your work" and performed under the above referenced written contract(s) or agreement(s) has ended; or
- When that portion of "your work" out of which the "bodily injury", "property damage" or "personal and advertising injury" arises and performed under the above referenced written contract(s) or agreement(s) has been put to its intended use by any person or organization;

whichever occurs first.

All other terms and conditions of this policy remain unchanged. This endorsement is a part of your policy and takes effect on the effective date of your policy unless another effective date is shown.

L 712 (02-11) Page 1 of 1

## SAM Search Results List of records matching your search for :

Search Term: scripted\* inc.\* Record Status: Active

No Search Results			-

hills 44 2049 9-20 DA

https://www.com.ani/