

| Board Office Use: Legislative File Info. |              |
|--|--------------|
| File ID Number                           | 21-0336      |
| Introduction Date                        | 3/10/21      |
| Enactment Number                         | 21-0310      |
| Enactment Date                           | 3/10/2021 os |



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

# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer

**Meeting Date** March 10, 2021

**Subject** Memorandum of Understanding 2020-2021 – No Cost – Citizen Schools – Learning Pod – West Oakland Middle School

**Ask of the Board** Approval by the Board of Education of Memorandum of Understanding 2020-2021-No Cost between the District and Citizen Schools, Redwood City, CA, for the latter to provide in-person learning supports to students in grades 6-8 at West Oakland Middle School. In-person learning supports may include support with accessing technology, facilitating access to classroom zoom sessions, motivating students to complete work, providing one-to-one mentoring or encouragement, and connecting with supplemental services if needed, for the period February 22, 2021 through June 30, 2021 at no cost to the District.

**Background** Due to the COVID-19 pandemic, Alameda County schools have been closed and residents have been asked to shelter in place. While compelled to shelter in place and attend school remotely, many students and families have struggled to gain access to technology or other supports necessary to help students succeed with their academic studies.

Safely provided, in-person supports for a limited number of students can help mitigate some of the issues created through remote instruction.

**Discussion** Approval by the Board of Education of Memorandum of Understanding 2020-2021 - No Cost between the District and Citizen Schools, Redwood City, CA, will allow students to begin safely returning to campus in small numbers for additional support services while the District remains largely in distance learning.

**Fiscal Impact** No Fiscal Impact

**Attachment(s)**

- Memorandum of Understanding 2020-2021 – No Cost
- Certificate of Insurance
- Agency TB/Fingerprint Letter

- Statement of Qualifications

| Board Office Use: <b>Legislative File Info.</b> |              |
|---|--------------|
| File ID Number                                  | 21-0336      |
| Introduction Date                               | 3/10/21      |
| Enactment Number                                | 21-0310      |
| Enactment Date                                  | 3/10/2021 os |



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

## **PROFESSIONAL SERVICES AGREEMENT 2020-2021 – NO COST**

This Professional Services Agreement (“Agreement”) is a legally binding contract entered into between the Oakland Unified School District (“OUSD”) and the below named entity or individual (“VENDOR,” together with OUSD, “PARTIES”):

### **Citizen Schools**

The PARTIES hereby agree as follows:

#### **1. Term.**

- a. This Agreement shall start on the below date (“Start Date”):

**February 22, 2021**

If no Start Date is entered, then the Start Date shall be the latest of the dates on which each of the PARTIES signed this Agreement.

- b. The work shall be completed no later than the below date (“End Date”):

**June 30, 2021**

If no End Date is entered, then the End Date shall be the first June 30 after the Start Date.

2. **Services.** VENDOR shall provide the services (“Services”) as described in #1A and #1B of **Exhibit A**, attached hereto and incorporated herein by reference. To the extent that there may be a school closure (e.g., due to poor air quality, planned loss of power, COVID-19) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, VENDOR shall describe in #1B of **Exhibit A** whether and how its services would be able to continue.

3. **Alignment.** VENDOR agrees to work and communicate with OUSD staff, both formally and informally, to ensure that the Services are aligned with OUSD's mission and are meeting the needs of students as determined by OUSD.
4. **Inspection and Approval.** VENDOR agrees that OUSD has the right and agrees to provide OUSD with the opportunity to inspect any and all aspects of the Services performed including, but not limited to, any records or other materials (physical or electronic) produced, created, edited, modified, reviewed, or otherwise used in the preparation, performance, or evaluation of the Services. One example of such records or other materials is proof of VENDOR compliance with Section 16.b (Fingerprinting/Criminal Background Investigation). The Services performed by VENDOR must meet the approval of OUSD, and OUSD reserves the right to direct VENDOR to redo the Services, in whole or in part, if OUSD, in its sole discretion, determines that the Services were not performed in accordance with this Agreement.
5. **Enrichment Provider Database/Other Data and Information Requests.** VENDOR shall timely provide OUSD with any data and information OUSD reasonably requests regarding students to whom the Services are provided. Unless OUSD communicates to VENDOR in writing otherwise, VENDOR shall register with and maintain current information within OUSD's Enrichment Provider database. If and when VENDOR's programs and school site(s) change (either midyear or in subsequent years), VENDOR shall promptly update the information in the database.
6. **Confidentiality and Data Privacy.**
  - a. OUSD may share information with VENDOR pursuant to this Agreement in order to further the purposes thereof. VENDOR and all VENDOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services, provided such information is (i) marked or identified as "confidential" or "privileged," or (ii) reasonably understood to be confidential or privileged.
  - b. VENDOR understands that student data is confidential. If VENDOR will access or receive student data in connection with this Agreement, it agrees to do so only after executing the

[California Student Data Privacy Agreement](#) (“CSDPA”), which shall be incorporated by reference into this Agreement upon execution. All confidentiality requirements, including in the CSDPA, extend beyond the termination of this Agreement.

7. **Copyright/Trademark/Patent/Ownership.** VENDOR understands and agrees that all matters produced under this Agreement, excluding any intellectual property that existed prior to execution of this Agreement, 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. 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 VENDOR, its employees, or its subcontractors in connection with the Services performed under this Agreement. VENDOR cannot use, reproduce, distribute, publicly display, perform, alter, remix, or build upon matters produced under this Agreement without OUSD’s express written permission. OUSD shall have all right, title and interest in said matters, including the right to register the copyright, trademark, and/or patent of said matter in the name of OUSD. OUSD may, with VENDOR’s prior written consent, use VENDOR’s name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
8. **Compensation.** VENDOR agrees to provide the Services at no cost to OUSD. However, OUSD understands and acknowledges that VENDOR shall impose the following costs on families and students:  
**N/A**
9. **Equipment and Materials.** VENDOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement.
10. **Termination.**
  - a. For Convenience by OUSD. OUSD may at any time terminate this Agreement upon thirty (30) days prior written notice to VENDOR. Upon approval by OUSD legal counsel, the OUSD

- Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the OUSD Governing Board, in which case this Agreement would terminate upon ratification of the termination by the OUSD Governing Board or thirty (30) days after the notice was provided, whichever is later.
- b. Due to COVID-19. Notwithstanding Paragraph 19 (Coronavirus/ COVID-19) or any other language of this Agreement, if a shelter-in-place (or similar) order due to COVID-19 is issued or is in effect during the term of this Agreement that would prohibit or limit, at the sole discretion of OUSD, the ability of VENDOR to perform the Services, OUSD may terminate this Agreement upon seven (7) days prior written notice to VENDOR. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the OUSD Governing Board, in which case this Agreement would terminate upon ratification of the termination by the OUSD Governing Board or seven (7) days after the notice was provided, whichever is later.
  - c. For Cause. Either PARTY may terminate this Agreement by giving written notice of its intention to terminate for cause to the other PARTY. Written notice shall contain the reasons for such intention to terminate. Cause shall include (i) material violation of this Agreement or (ii) if either PARTY is adjudged bankrupt, makes a general assignment for the benefit of creditors, or a receiver is appointed on account of its insolvency. Upon approval by OUSD legal counsel, the OUSD Superintendent or an OUSD Chief or Deputy may issue the termination notice without approval by the OUSD Governing Board, in which case this Agreement would terminate upon ratification of the termination by the OUSD Governing Board or three (3) days after the notice was provided, whichever is later, unless the condition or violation ceases or satisfactory arrangements for the correction are made.
  - d. Upon termination, VENDOR shall provide OUSD with all materials produced, maintained, or collected by VENDOR pursuant to this Agreement, whether or not such materials are complete or incomplete or are in final or draft form.
11. **Legal Notices.** All legal notices provided for under this Agreement shall be sent via email to the email address set forth below and shall

be either (i) personally delivered during normal business hours or (ii) sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other PARTY at the address set forth below.

## **OUSD**

Name: Joshua R. Daniels  
Site/Dept: Office of General Counsel  
Address: 1000 Broadway, Suite 300  
City, ST Zip: Oakland, CA 94607  
Phone: 510-879-8535  
Email: [ousdlegal@ousd.org](mailto:ousdlegal@ousd.org)

## **VENDOR**

Name: **Emily McCann**  
Title: **Chief Executive Officer**  
Address: **330 Twin Dolphin Drive, Suite 115**  
City, ST Zip: **Redwood City, CA 94065**  
Phone: **(617) 695-2300**  
Email: [\*\*emilymccann@citizenschools.org\*\*](mailto:emilymccann@citizenschools.org)

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

## **12. Status.**

- a. This is not an employment contract. VENDOR, in the performance of this Agreement, shall be and act as an independent contractor. VENDOR understands and agrees that it and any and all of its employees shall not be considered employees 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. VENDOR 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 VENDOR's employees.

- b. If VENDOR is a natural person, VENDOR verifies all of the following:
  - (i) VENDOR is free from the control and direction of OUSD in connection with VENDOR's work;
  - (ii) VENDOR's work is outside the usual course of OUSD's business; and
  - (iii) VENDOR is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed for OUSD.
- c. If VENDOR is a business entity, VENDOR verifies all of the following:
  - (i) VENDOR is free from the control and direction of OUSD in connection with the performance of the work;
  - (ii) VENDOR is providing services directly to OUSD rather than to customers of OUSD;
  - (iii) the contract between OUSD and VENDOR is in writing;
  - (iv) VENDOR has the required business license or business tax registration, if the work is performed in a jurisdiction that requires VENDOR to have a business license or business tax registration;
  - (v) VENDOR maintains a business location that is separate from the business or work location of OUSD;
  - (vi) VENDOR is customarily engaged in an independently established business of the same nature as that involved in the work performed;
  - (vii) VENDOR actually contracts with other businesses to provide the same or similar services and maintains a clientele without restrictions from OUSD;
  - (viii) VENDOR advertises and holds itself out to the public as available to provide the same or similar services;
  - (ix) VENDOR provides its own tools, vehicles, and equipment to perform the services;
  - (x) VENDOR can negotiate its own rates;
  - (xi) VENDOR can set its own hours and location of work; and
  - (xii) VENDOR is not performing the type of work for which a license from the Contractor's State License Board is required, pursuant to Chapter 9 (commencing with section



7000) of Division 3 of the Business and Professions Code.

**13. Qualifications and Training.**

- a. VENDOR represents and warrants that VENDOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of OUSD. VENDOR will performed the Services in accordance with generally and currently accepted principles and practices of its profession for services to California school districts and in accordance with applicable law, code, rule, regulation, and/or ordinance. All VENDOR employees and agents shall have sufficient skill and experience to perform the work assigned to them.
- b. VENDOR represents and warrants that its employees and agents are specially trained, experienced, competent and fully licensed to provide the Services identified in 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, if VENDOR was selected, at least in part, on such representations and warrants.

**14. Certificates/Permits/Licenses/Registration.** VENDOR's employees or agents shall secure and maintain in force such certificates, permits, licenses and registration as are required by law in connection with the furnishing of Services pursuant to this Agreement.

**15. Insurance.**

- a. Commercial General Liability Insurance. Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR shall maintain Commercial General Liability Insurance, including automobile coverage, with limits of at least one million dollars (\$1,000,000) per occurrence for corporal punishment, sexual misconduct, harassment, bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured with the additional insured endorsement provided to OUSD within 15 days of effective date

of this Agreement (and within 15 days of each new policy year thereafter during the term of this Agreement). Evidence of insurance shall be attached to this Agreement or otherwise provided to OUSD upon request. 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 VENDOR. The policy shall protect VENDOR 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.

- b. **Workers' Compensation Insurance.** VENDOR 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 (including, but not limited to, Labor Code section 3700) and Federal laws when applicable. Employers' Liability Insurance shall not be less than one million dollars (\$1,000,000) per accident or disease.

16. **Testing and Screening.**

- a. **Tuberculosis Screening.** Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR is required to screen employees who will be working at OUSD sites for more than six hours. VENDOR agents who work with students must submit to a tuberculosis risk assessment as required by Education Code section 49406 within the prior 60 days. If tuberculosis risk factors are identified, VENDOR agents must submit to an intradermal or other approved tuberculosis examination to determine that he/she is free of infectious tuberculosis. If the results of the examination are positive, VENDOR shall obtain an x-ray of the lungs. VENDOR, at its discretion, may choose to submit the agent to the examination instead of the risk assessment.
- b. **Fingerprinting/Criminal Background Investigation.** Unless specifically waived by OUSD as noted in **Exhibit A**, VENDOR is required to fingerprint and conduct a criminal background investigation in accordance with Education Code section 45125.1 and, through its execution of this Agreement, VENDOR certifies its compliance with these provisions as

follows:

*VENDOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all VENDOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Workers") regardless of whether those Workers are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of VENDOR, who may have contact with OUSD pupils in the course of providing Services pursuant to this Agreement, and the California Department of Justice has determined that none of those Workers has been convicted of a felony, as that term is defined in Education Code section 45122.1. VENDOR has also received and reviewed fingerprint results for each Worker and VENDOR has requested and reviewed subsequent arrest records for all Workers who may come into contact with OUSD pupils in providing services to OUSD under this Agreement.*

Notwithstanding this certification, VENDOR agrees to immediately remove or cause the removal of any employee, representative, agent, or person under VENDOR's control person from OUSD property upon receiving notice from OUSD of such desire. OUSD is not required to provide VENDOR with a basis or explanation for the removal request.

**17. Incident/Accident/Mandated Reporting.**

- a. VENDOR shall notify OUSD, via email pursuant to Paragraph 12 (Legal Notices), within twelve (12) hours of learning of any significant accident or incident. Examples of a significant accident or incident include, without limitation, an accident or incident that involves law enforcement, possible or alleged criminal activity, or possible or actual exposure to a communicable disease such as COVID-19. VENDOR shall properly submit required accident or incident reports within one business day pursuant to the procedures specified by OUSD. VENDOR shall bear all costs of compliance with this Paragraph.
- b. To the extent that an employee, subcontractor, agent, or representative of VENDOR is included on the list of mandated

reporters found in Penal Code section 11165.7, **VENDOR** agrees to inform the individual, in writing that they are a mandated reporter, and describing the associated obligations to report suspected cases of abuse and neglect pursuant to Penal Code section 11166.5.

18. **Coronavirus/COVID-19.**

- a. Through its execution of this Agreement, **VENDOR** declares that it is able to meet its obligations and perform the Services required pursuant to this Agreement in accordance with any shelter-in-place (or similar) order or curfew (or similar) order ("Orders") issued by local or state authorities and with any social distancing/hygiene (or similar) requirements.
- b. Consistent with the requirements of Paragraph 18 (Incident/Accident/Mandated Reporting), **VENDOR** agrees to notify OUSD, via email pursuant to Paragraph 12 (Legal Notices), within twelve (12) hours if **VENDOR** or any employee, subcontractor, agent, or representative of **VENDOR** tests positive for COVID-19, shows or reports symptoms consistent with COVID-19, or reports to **VENDOR** possible COVID-19 exposure.
- c. **VENDOR** agrees to immediately adhere to and follow any OUSD directives regards health and safety protocols including, but not limited to, providing OUSD with information regarding possible exposure of OUSD employees to **VENDOR** or any employee, subcontractor, agent, or representative of **VENDOR** and information necessary to perform contact tracing.
- d. **VENDOR** shall bear all costs of compliance with this Paragraph, including but not limited to those imposed by this Agreement.

19. **Assignment.** The obligations of **VENDOR** under this Agreement shall not be assigned by **VENDOR** without the express prior written consent of OUSD and any assignment without the express prior written consent of OUSD shall be null and void.

20. **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, VENDOR 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, VENDOR agrees to require like compliance by all its subcontractor (s). VENDOR 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, sexual orientation, or other legally protected class.

21. **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, VENDORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
22. **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 this Agreement.
23. **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.
24. **Conflict of Interest.**
  - a. VENDOR shall abide by and be subject to all applicable, regulations, statutes, or other laws regarding conflict of interest. VENDOR shall not hire any officer or employee of OUSD to perform any service by this Agreement without the prior approval of OUSD Human Resources.
  - b. VENDOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between VENDOR'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.

- c. Through its execution of this Agreement, **VENDOR** acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event **VENDOR** receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, **VENDOR** agrees it shall notify OUSD in writing.
25. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion.** Through its execution of this Agreement, **VENDOR** certifies to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).
26. **Limitation of OUSD Liability.** OUSD shall have no financial obligations under this Agreement other than as 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.
27. **Indemnification.**
  - a. To the furthest extent permitted by California law, **VENDOR** shall indemnify, defend and hold harmless OUSD, its Governing Board, agents, representatives, officers, consultants, employees, trustees, and volunteers (“OUSD Indemnified Parties”) from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of **VENDOR**’s performance of this Agreement. **VENDOR** also agrees to hold harmless, indemnify, and defend OUSD Indemnified Parties from any and all claims or losses incurred by any supplier, **VENDOR**, or subcontractor furnishing work, services, or materials to **VENDOR** arising out of the



performance of this Agreement. VENDOR shall, to the fullest extent permitted by California law, defend OUSD Indemnified Parties at VENDOR's own expense, including attorneys' fees and costs, and OUSD shall have the right to accept or reject any legal representation that VENDOR proposes to defend OUSD Indemnified Parties.

- b. To the furthest extent permitted by California law, OUSD shall indemnify, defend, and hold harmless VENDOR, its Board, agents, representatives, officers, consultants, employees, trustees, and volunteers ("VENDOR Indemnified Parties") from any and all claims or losses accruing or resulting from injury, damage, or death of any person or entity arising out of OUSD's performance of this Agreement. OUSD shall, to the fullest extent permitted by California law, defend VENDOR Indemnified Parties at OUSD's own expense, including attorneys' fees and costs.
28. **Audit.** VENDOR shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of VENDOR transacted under this Agreement. VENDOR shall retain these books, records, and systems of account during the term of this Agreement and for three (3) years after the End Date. VENDOR shall permit OUSD, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all records and other data related to Services covered by this Agreement. Audit(s) may be performed at any time, provided that OUSD shall give reasonable prior notice to VENDOR and shall conduct audit(s) during VENDOR'S normal business hours, unless VENDOR otherwise consents.
  29. **Litigation.** This Agreement shall be deemed to be performed in Oakland, California and is governed by the laws of the State of California, but without resort to California's principles and laws regarding conflict of laws. The Alameda County Superior Court shall have jurisdiction over any litigation initiated to enforce or interpret this Agreement.
  30. **Incorporation of Recitals and Exhibits.** Any recitals and exhibits attached to this Agreement are incorporated herein by reference.



VENDOR agrees that to the extent any recital or document incorporated herein conflicts with any term or provision of this Professional Services Contract, the terms and provisions of this Professional Services Contract shall govern.

31. **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.
32. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
33. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.
34. **Captions and Interpretations.** Section and paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a PARTY because that PARTY or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the PARTIES.
35. **Calculation of Time.** For the purposes of this Agreement, “days” refers to calendar days unless otherwise specified and “hours” refers to hours regardless of whether it is a work day, weekend, or holiday.
36. **Counterparts and Electronic Signature.** This Agreement, and all amendments, addenda, and supplements to this Agreement, may be executed in one or more counterparts, all of which shall constitute one and the same amendment. Any counterpart may be executed and delivered by facsimile or other electronic signature (including portable document format) by either PARTY and, notwithstanding any statute or regulations to the contrary (including, but not limited to,

Government Code section 16.5 and the regulations promulgated therefrom), the counterpart shall legally bind the signing PARTY and the receiving PARTY may rely on the receipt of such document so executed and delivered electronically or by facsimile as if the original had been received. Through its execution of this Agreement, each PARTY waives the requirements and constraints on electronic signatures found in statute and regulations including, but not limited to, Government Code section 16.5 and the regulations promulgated therefrom.

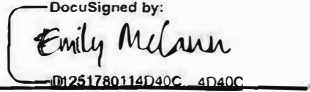
37. **Agreement Publicly Posted.** This Agreement, its contents, and all incorporated documents are public documents and will be made available by OUSD to the public online via the Internet.
38. **Signature Authority.**
- a. Each PARTY has the full power and authority to enter into and perform this Agreement, and the person(s) signing this Agreement on behalf of each PARTY has been given the proper authority and empowered to enter into this Agreement.
  - b. Notwithstanding subparagraph (a), only the Superintendent, Chiefs, Deputy Chiefs, and the General Counsel has authority to sign contracts for OUSD and only under limited circumstances, which required ratification by the OUSD Governing Board. VENDOR agrees not to accept the signature of another other OUSD employee as having the proper authority and empowered to enter into this Agreement or as legally binding in any way.
39. **Contract Contingent on Governing Board Approval.** OUSD shall not be bound by the terms of this Agreement unless and until it has been (i) formally approved by OUSD's Governing Board or (ii) validly and properly executed by the OUSD Superintendent, the General Counsel, or a Chief or Deputy Chief authorized by the Education Code or Board Policy, and no payment shall be owed or made to VENDOR absent such formal approval or valid and proper execution.

REST OF PAGE IS INTENTIONALLY LEFT BLACK

IN WITNESS WHEREOF, the PARTIES hereto agree and execute this Agreement and to be bound by its terms and conditions:

**VENDOR**

Name: Emily McCann


Signature: 

Position: Chief Executive Officer

Date: 2/10/2021

**OUSD**

Name: Shanthi Gonzales

Signature: 

Position: President, Board of Education

Date: 3/11/2021

- ☒ Board President  
☐ Superintendent  
☐ Chief/Deputy Chief

Name: Kyla Johnson-Trammell

Signature: 

Position: Secretary, Board of Education

Date: 3/11/2021

## EXHIBIT A

- 1A. **General Description of Services to be Provided:** *This includes the intended outcomes, relevant information on all programs, projects, and services, and the specific the site(s) for each program, project, or service.*

VENDOR will provide in-person learning supports to students in 6-8 at West Oakland Middle School. In-person learning supports may include (but are not limited to) support with accessing technology, facilitating access to classroom zoom sessions, motivating students to complete work, providing one-to-one mentoring or encouragement, and connecting with supplemental services if needed, and other supports as directed by OUSD. As set forth in Paragraph 18 of this Amendment, VENDOR agrees to perform these services in accordance with any shelter-in-place (or similar) orders ("SIP orders"), and to immediately follow all OUSD directives regarding health and safety protocols. Specifically, VENDOR shall deliver services in cohorts with student:staff ratios that comply with SIP orders and OUSD directives. In addition, VENDOR shall ensure that all staff participate in wellness checks (including proof of negative COVID-19 test results) in accordance with OUSD policies and directives.

- 1B. **Description of Services to be Provided During School Closure or Similar Event:** *If there is a school closure (e.g., due to poor air quality, planned loss of power, COVID-19) or similar event in which school sites and/or District offices may be closed or otherwise inaccessible, would services be able to continue?*

☒ No, services would not be able to continue.

☐ Yes, services would be able to continue as described in 1A.

☐ Yes, but services would be different than described in 1A. Please briefly describe how the services would be different.

[Click or tap here to enter text.](#)

2. **Waivers (Completed by OUSD Only):** *OUSD has waived the following:*

☐ Commercial General Liability Insurance

☐ Tuberculosis Screening

☐ Fingerprinting/Criminal Background Investigation



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2020

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).

|  |  |  |  |
|--|--|--|--|
| <b>PRODUCER</b><br>Hays Companies Inc.<br>133 Federal Street, 4th Floor<br>Boston MA 02110 |  | <b>CONTACT NAME:</b> Kevin Nolan<br><b>PHONE (A/C, No, Ext):</b><br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> knolan@hayscompanies.com   |  |
| <b>INSURED</b><br>Citizen Schools, Inc<br>1 Beacon Street, Suite 2200<br>Boston MA 02108   |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Massachusetts Bay Insurance Company<br><b>INSURER B:</b> Allmerica Financial Benefit Insurance Company<br><b>INSURER C:</b> Hanover Insurance Companies<br><b>INSURER D:</b> The Hanover Insurance Company<br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|  |  | <b>NAIC #</b><br>22306<br>41840<br>36064<br>22292  |  |

**COVERAGES**

CERTIFICATE NUMBER: 20-21 GL, Auto, Umb, WC

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 INSD   | SUBR WVD                          | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |                        |
|----------|---|---|-----------------------------------|----------------|-------------------------|-------------------------|---|------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  | X   |                                   | ZDN-A667317-05 | 7/1/2020                | 7/1/2021                | EACH OCCURRENCE \$ 1,000,000  |                        |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  |   |                                   |                |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000                            |                        |
|          |   |   |                                   |                |                         |                         | MED EXP (Any one person) \$ 5,000   |                        |
|          |   |   |                                   |                |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000  |                        |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |   |                                   |                |                         |                         | GENERAL AGGREGATE \$ 3,000,000  |                        |
|          |   |   |                                   |                |                         |                         | PRODUCTS - COMP/OP AGG \$ 3,000,000   |                        |
|          |   |   |                                   |                |                         |                         | \$  |                        |
| B        | <b>AUTOMOBILE LIABILITY</b>   |   |                                   | AWN-A663607-05 | 7/1/2020                | 7/1/2021                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                |                        |
|          | <input type="checkbox"/> ANY AUTO   | <input type="checkbox"/> SCHEDULED AUTOS            | BODILY INJURY (Per person) \$     |                |                         |                         |   |                        |
|          | <input type="checkbox"/> ALL OWNED AUTOS  | <input checked="" type="checkbox"/> NON-OWNED AUTOS | BODILY INJURY (Per accident) \$   |                |                         |                         |   |                        |
|          | <input checked="" type="checkbox"/> HIRED AUTOS   |   | PROPERTY DAMAGE (Per accident) \$ |                |                         |                         |   |                        |
|          |   |   |                                   |                |                         |                         | \$  |                        |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB   |   |                                   | UHN-A676885-05 | 7/1/2020                | 7/1/2021                | EACH OCCURRENCE \$ 3,000,000  |                        |
|          | <input type="checkbox"/> EXCESS LIAB  |   |                                   |                |                         |                         | <input type="checkbox"/> CLAIMS-MADE  | AGGREGATE \$ 3,000,000 |
|          | <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |   |                                   |                |                         |                         |   | \$                     |
| D        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  | Y/N<br><input checked="" type="checkbox"/> N        | N/A                               | WHN-5956358-12 | 7/1/2020                | 7/1/2021                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |                        |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)   |   |                                   |                |                         |                         | E.L. EACH ACCIDENT \$ 1,000,000   |                        |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  |   |                                   |                |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000   |                        |
|          |   |   |                                   |                |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |                        |
| A        | <b>Professional Liability</b>   |   |                                   | ZDN-A667317-05 | 7/1/2020                | 7/1/2021                | Each Occurrence \$1,000,000   |                        |
|          | Incl. Abuse & Molestation   |   |                                   |                |                         |                         | Aggregate \$3,000,000   |                        |

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

Oakland Unified School District, its Councilmembers, directors, officers, agents, employees and volunteers are included as Additional Insured under the general liability policy where required by written contract. A waiver of Subrogation applies as respects Workers Compensation coverage where required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

|  |  |
|--|--|
| Oakland Unified School District<br>1000 Broadway, Suite 680<br>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<br>James Hays/GSCHIC                            |

© 1988-2014 ACORD CORPORATION. All rights reserved.



Sobrato Center for NonProfits  
330 Twin dolphin Drive, suite 115  
Redwood City, CA 94065

April 10, 2020

Oakland Unified School District  
Attention: Risk Management  
1000 Broadway, Suite 440  
Oakland, California 94607

To Whom It May Concern:

This letter is to confirm that all Citizen Schools, Inc employees and volunteers are required to have DOJ & FBI fingerprint and TB clearances to be employed or volunteer with Citizen Schools in California. We will also receive, via our agreement with the California Department of Justice, reports of any subsequent arrests for any of our employees and volunteers who received clearance through their agency.

Additionally, all of our employees and volunteers are required to renew their TB skin tests and/or chest x-rays every four years. Proof of fingerprinting and TB testing for any staff or volunteer are available for review, along with their transcripts and first aid records.

If you have any questions, feel free to contact me at 415-680-5473.

Sincerely,

*Maria Drake*

Maria Drake  
California Executive Director  
415-680-5473  
mariadrake@citizenschools.org

---

NATIONAL LEADERSHIP PARTNERS:



[citizenschools.org](http://citizenschools.org)





## Equity begins with **opportunity.**

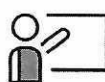
For nearly 25 years, Citizen Schools has been a pioneer in educational equity. Since opportunity, unlike talent, is not equally distributed, we have provided hands-on learning experiences that ignite curiosity, build confidence and expand horizons.

Today, we engage underserved students in hands-on learning, in school and after school. Our students are creators and problem-solvers, not just consumers. They become scientists, artists, mathematicians, engineers, writers and programmers. We also apply best practices from our direct service work to systems-level advancement of STEM mentorship and learning by working with communities.

Join us and together we can transform education in school, after school and across communities.



We expand the learning day after school



And the classroom during school



by providing hands-on learning projects with career mentors,



sharing our best practices & ideas with other communities



to transform education.

### NATIONAL IMPACT

- **50,000** underrepresented students served through direct service
- **25,000** career mentors engaged through direct service
- **21** communities of practice
- **76%** of students developed interest in STEM Careers via Catalyst Projects
- **300** schools and organizations via Makers + Mentors Network

### CALIFORNIA IMPACT (2018-19)

- **4,318** underrepresented students served
- **1,611** career mentors engaged
- **94** companies/organizations involved

NATIONAL LEADERSHIP PARTNERS:



Biogen



Genentech  
A Member of the Roche Group



SCHMIDT FUTURES

[citizenschools.org](http://citizenschools.org)





# Make a lifetime of impact **in your community**

As a career mentor, you can help students connect what they learn in school to life as they develop critical skills and confidence. We're looking for volunteers who care deeply about opportunity and equal access, are passionate about STEM and demonstrate the curiosity of lifelong learners. There are three ways you can participate:

|   |   |  |
|---|---|--|
|    |   |   |
|  <b>EXPANDED LEARNING TIME (ELT)</b><br><br>After school apprenticeships that expand the learning day and expose students to new career pathways.                                |  <b>CATALYST</b><br><br>Hands-on, standards-aligned units delivered during the school day in partnership with science teachers matched with STEM career mentors.               |  <b>MAKERS + MENTORS NETWORK</b><br><br>Systems-level advancement of STEM mentorship and maker-centered learning to build a stronger, more diverse workforce. |
| <b>Skills or Interests</b>  |   |  |
| Working with middle school students, experience with subjects like design-thinking, 3D printing, arts and communications.   | Teaching, engineering, programming, science, presentation skills, building models/prototypes, research and more.  | Maker-centered learning and STEM projects.   |
| <b>Support/Training</b>   |   |  |
| Co-teach with a Citizen Teaching Fellow; training provided on how to work with middle-school students.  | Co-teach with a Science or CTE teacher; training and collaboration calls facilitated by Citizen Schools.  | Through local Community of Practice.   |
| <b>Time &amp; Locations</b>   |   |  |
| 10 weekly sessions, 90 minutes each, after school.<br><br>San Jose, Redwood City, Oakland   | 3-6 classroom visits over 3-4 weeks during the school day.<br><br>San Jose, Redwood City, Oakland   | Flexible.<br><br>Silicon Valley, Ventura County, Downey  |
| <b>Contact</b>  |   |  |
| <b>Kristin Thomas</b><br>Director, Corporate Engagement<br><a href="mailto:kristinthomas@citizenschools.org">kristinthomas@citizenschools.org</a><br><br>For more info, visit:<br><a href="https://citizenschools.org/volunteer">citizenschools.org/volunteer</a> | <b>Kristin Thomas</b><br>Director, Corporate Engagement<br><a href="mailto:kristinthomas@citizenschools.org">kristinthomas@citizenschools.org</a><br><br>For more info, visit:<br><a href="https://citizenschools.org/catalyst">citizenschools.org/catalyst</a> | <b>Megan Salgado</b><br>Program Manager<br><a href="mailto:megansalgado@citizenschools.org">megansalgado@citizenschools.org</a><br><br>For more info, visit:<br><a href="https://makersandmentors.org">makersandmentors.org</a>                  |

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

**Search Term : citizen schools\***  
**Record Status: Active**

|                               |                               |                             |
|-------------------------------|-------------------------------|-----------------------------|
| <b>ENTITY</b>                 | Citizen Schools, Inc.         | Status: Active              |
| DUNS: 947519492               | +4:                           | CAGE Code: 4RA74 DoDAAC:    |
| Expiration Date: 11/09/2021   | Has Active Exclusion?: No     | Debt Subject to Offset?: No |
| Address: 308 Congress St Fl 1 | State/Province: MASSACHUSETTS |                             |
| City: Boston                  | Country: UNITED STATES        |                             |
| ZIP Code: 02210-1016          |                               |                             |



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2020-2021

### Basic Directions

- Services cannot be provided until the MOU is fully approved and a Purchase Order has been issued.
- Contractor and OUSD Administrator reach agreement about scope of work and compensation.
  - Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
  - OUSD Administrator verifies contractor does not appear on the Excluded Parties List.
  - OUSD contract originator creates the requisition on Escape
  - Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

|                    |  |          |       |                         |                                |
|--------------------|--|----------|-------|-------------------------|--------------------------------|
| Agency Name        | Citizen Schools  |          |       | Agency's Contact Person | Emily McCann                   |
| Street Address     | 330 Twin Dolphin Drive, Suite 115  |          |       | Title                   | Chief Executive Officer        |
| City               | Redwood City   |          |       | Telephone               | 617-695-2300                   |
| State              | CA   | Zip Code | 94065 | Email                   | emilymccann@citizenschools.org |
| OUSD Vendor Number | 001075   |          |       |                         |                                |
| Attachments        | <input checked="" type="checkbox"/> Proof of general liability and workers' compensation insurance<br><input checked="" type="checkbox"/> Statement of qualifications<br><input checked="" type="checkbox"/> Program Planning Tool and Budget<br><input checked="" type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.sam.gov/portal/public/Sam/">www.sam.gov/portal/public/Sam/</a> ) |          |       |                         |                                |

### Compensation and Terms – Must be within OUSD Billing Guidelines

|                        |         |                    |         |                       |         |
|------------------------|---------|--------------------|---------|-----------------------|---------|
| Anticipated Start Date | 2/22/21 | Date work will end | 6/30/21 | Total Contract Amount | \$ 0.00 |
|------------------------|---------|--------------------|---------|-----------------------|---------|

### Budget Information

| Resource # | Resource Name | Budget # | Amount | Req. # |
|------------|---------------|----------|--------|--------|
| N/A        |               |          | \$     |        |
|            |               |          | \$     |        |
|            |               |          | \$     |        |
|            |               |          | \$     |        |

### OUSD Contract Originator Information

|                      |                                |                   |                     |
|----------------------|--------------------------------|-------------------|---------------------|
| Name of OUSD Contact | Neha Ummat                     | Email             | neha.ummat@ousd.org |
| Telephone            | 510-879-2204                   | Fax               | 510-697-9204        |
| Site/Dept. Name      | 204/West Oakland Middle School | Enrollment Grades | 6 through 8         |

### Approval and Routing (in order of approval steps)

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

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

Please sign under the appropriate column.

|  | Approved  | Denied – Reason | Date      |
|--|---|-----------------|-----------|
| 1. Site Administrator                            | <small>Digitally signed by Neha Ummat</small><br><small>138261A63588F7</small>      |                 | 2/8/2021  |
| 2. Resource Manager                              | <small>Digitally signed by Martha Pena</small><br><small>6750180C2A18432</small>    |                 | 2/10/2021 |
| 3. Network Superintendent/Deputy Chief/Exec Dir. | <small>Digitally signed by Clifford Hwang</small><br><small>43D850A257704C5</small> |                 | 2/10/2021 |
| 4. Cabinet (CAO, SBO, CFO)                       | <small>Digitally signed by Sandra Aguilera</small><br><small>857C38033AD058</small> |                 | 2/10/2021 |
| 5. Board of Education or Superintendent          |   |                 |           |
| Procurement                                      |   |                 |           |
| Date Received                                    |   |                 |           |