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Enactment Number	10-1213
Enactment Date	6-23-10 82



OAKLAND UNIFIED
SCHOOL DISTRICT

every student. every classroom. every day.

Memo

To

Board of Education

From

Anthony Smith, Ph.D., Superintendent

Board Meeting Date
(To be completed
by Procurement)

6-23-10

Subject

Professional Services Contract

Vanessa Flynn Oakland CA (Contractor, City, State) -
East Oakland PRIDE Elementary School (site/department)

Action Requested

Ratification by the Governing Board of a professional services contract between Oakland Unified School District and Vanessa Flynn. Services to be primarily provided to East Oakland PRIDE Elementary School for the period of 04/01/2010 through 06/30/2010.

Background

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

At East Oakland PRIDE we have English Learners in every classroom, and our students continue to struggle in mastering Language Arts standards. Teachers need guidance, support, coaching and Professional Development to effectively implement standards-based instruction and differentiation to English Learners. As a result, all teachers will implement the unique components of standards based Read Think Apply reading framework.

Discussion

One paragraph summary of the scope of work.

The consultant will coach teachers in Read Think Apply and how to use standards - based assessments to effectively differentiate instruction for English Learners. Consultant will plan, facilitate whole and small group Professional Development in addition to training ELA Lead teachers 3 times a month. Read Think Apply framework or support is not available through the district. This framework was designed by Flynn and is unique. Her coaching / Professional Development support is needed to ensure successful implementation of aligned, Read Think Apply instruction.

Recommendation

Ratification by the Governing Board of a professional services contract between Oakland Unified School District and Vanessa Flynn. Services to be primarily provided to East Oakland PRIDE Elementary School for the period of 04/01/2010 through 06/30/2010.

Fiscal Impact

Funding resource name (please spell out) EIA/LEP
not to exceed \$16,400.00.

Attachments

- Professional Services Contract including scope of work
- Fingerprint/Background Check Certification
- Insurance Certification
- TB screening documentation
- Statement of qualifications



OAKLAND UNIFIED SCHOOL DISTRICT

PROFESSIONAL SERVICES CONTRACT 2009-2010

This Agreement is entered into between the Oakland Unified School District (OUSD) and Vanessa Flynn (CONTRACTOR). 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:

1. **Services:** The CONTRACTOR shall provide the ("Services" or "Work") as described in **Exhibit "A,"** attached hereto and incorporated herein by reference.
2. **Terms:** CONTRACTOR shall commence work on 04/01/2010, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$72,400 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$72,400, whichever is later. The work shall be completed no later than 06/30/2010.
3. **Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to exceed **Sixteen Thousand Four Hundred 00/100-----** Dollars (\$ 16,400.00). 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: as invoiced.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the 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.

4. **Submittal of Documents:** CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 1. Individual consultants:
 - ☒ Tuberculosis Clearance – Documentation from health care provider showing negative TB status within the last four years.
 - ☒ Completion of Pre-Consultant Screening Process – Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - ☒ Insurance Certificates and Endorsements – General Liability insurance in compliance with section 9 herein.
 2. Agencies or organizations:
 - ☐ Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.
5. **Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except:* _____ which shall not exceed a total cost of \$ _____.
6. **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.
7. **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: Viet Nguyen
 Site /Dept.: East Oakland PRIDE Elementary School
 Address: 8000 Birch Street
Oakland, CA
 Phone: 879-1620

CONTRACTOR:

Name: Vanessa Flynn
 Title: Consultant
 Address: 4210 Gilbert Street
Oakland CA 94611
 Phone: (510) 882-1542

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. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. 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.

1. Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.
9. **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.

10. Insurance:

1. General Liability Insurance: 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 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. Inclusion of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
 - iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.

11. **Licenses and Permits:** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

12. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
13. **Anti-Discrimination.** It is the policy of OUSD that in connection with all work performed under Contracts there 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, or age and therefore the 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, the 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.
14. **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 drugs on these sites.
15. **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.
16. **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.
17. **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.
18. **Termination:** OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
19. **Conduct of Consultant.** CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 1. **Tuberculosis Screening**
 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.

Contractor initial: V.F.

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

20. **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.
21. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate the 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).

22. **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.
23. **Confidentiality.** The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
24. **Conflict of Interest.** CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.
- CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.
- Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 *et seq.* and section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.
25. **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.
26. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
27. **Contract Contingent on Governing Board Approval:** The District shall not be bound by the terms of this Agreement until it has been formally approved by the District'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.
28. **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.
29. **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.
30. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:Anticipated start date: 04/01/2010Work shall be completed by: 06/30/2010Total Fee: \$ 16,400.00

OAKLAND UNIFIED SCHOOL DISTRICT

☐ President, Board of Education
☒ Superintendent

Date

CONTRACTOR

Contractor Signature

Date

CERTIFIED:

Date

Vanessa Flynn

Consultant

Print Name, Title

Edgar Rakestraw, Jr. 6/24/10
 Edgar Rakestraw, Jr., Secretary
 Board of Education

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EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is not made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED WITHOUT ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately describe scope of work below.

The consultant will coach teachers in Read Think Apply and how to use standards - based assessments to effectively differentiate instruction for English Learners. Consultant will plan, facilitate whole and small group Professional Development in addition to training ELA Lead teachers 3 times a month. Read Think Apply framework or support is not available through the district. This framework was designed by Flynn and is unique. Her coaching / Professional Development support is needed to ensure successful implementation of aligned, Read Think Apply instruction.

SCOPE OF WORK

Vanessa Flynn will provide a maximum of 182.4 hours of services at a rate of \$ 89.00 per hour for a total not to exceed \$ 16,400.00.

Services are anticipated to begin on 04/01/2010 and end on 06/30/2010.

- 1. Description of Services to be Provided** Please provide a one or two paragraphs program description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and the planned outcome.

Consultant will provide one 6 week coaching cycles for training lead team teacher with conferences / mentoring weekly.

Consultant will provide twelve 6 week coaching cycles including needs assessments, root cause and analysis, action plan, reflection and at least three conferences.

Consultant will provide 4 whole group and 12 small group Professional Development.

Professional development activities and support will focus on enabling teachers to effectively differentiate instruction to meet the needs of identified EL students.

- 2. Strategic Alignment: School-based contracts:** Make clear how this service supports your academic goals and increases student achievement. Provide details as to program participation (Students will...) and measurable outcomes (Students will be able to...) **Central office contracts:** How does this service support the overall strategic goals of your department and increase student achievement?

Work with consultant will increase academic achievement for English Learners, specially in the content area of reading comprehension. Growth will be measured by formative assessments, benchmark assessments, and the CST.

- 3. Alignment with Single Plan for Student Achievement (required if using State or Federal Funds)**

Please select:

- ☐ **Action Item included in Board Approved SPSA (no additional documentation required)**

Action Item Number: _____

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

1. Relevant page of SPSA with action item highlighted. Page must include header with the word "Modified" and the modification date, school site name, both principal and school site council chair initials and date.
2. Meeting announcement for meeting in which the SPSA modification was approved.
3. Minutes for meeting in which the SPSA modification was approved indicating approval of the modification.
4. Sign-in sheet for meeting in which the SPSA modification was approved.

QUALIFICATIONS SUMMARY

- *Collaborative leader* with a dedication to the development of all adults within the school community
- *Instructional leader* able to coach teachers in the use of differentiated instruction to meet the diverse needs of every learner
- *School leader* with experience in providing effective leadership specific to cultivating and maturing a successful charter school in Oakland

PROFESSIONAL EXPERIENCE

Lighthouse Community Charter School, 2006-2007

Intern Principal/New Leaders for New Schools Resident Principal

- Observed and coached teachers to improve instruction and outcomes in student achievement within the framework of Coalition of Essential Schools model of professional learning community
- Co-facilitated inquiry group with lead teachers for the purpose of systematically improving instruction
- Created school-wide interim assessments to monitor student progress towards standards on a bi-monthly basis; used cognitive and formative coaching to improve instruction
- Collaborated with leadership team to prioritize leadership focus and adjust budget while maintaining school vision and mission
- Delivered professional development on various methods of differentiating instruction including Reciprocal Teaching to improve reading comprehension in the upper grades
- Launched new after school program with an emphasis on enrichment
- Led Family Learning Night workshops emphasizing practical ways for parents to support their children in reading

Acorn Woodland Elementary School, 2002-2006

Classroom Teacher, Lead Teacher, BTSA Coach, Instructional Coordinator

- Collaborated with leadership team to develop and implement standards based rubrics to serve as rigorous measurement for advancing student writing
- Provided professional development and support in English Language Development instruction
- Coached teachers to create integrated, thematic units tied to literacy standards and benchmark objectives framed by backwards mapping
- Collaborated with leadership team to create systems and structures to foster a positive and culturally inclusive school culture
- Initiated and led staff development in implementing meaningful and culturally inclusive curriculum
- Consistently modeled effective teaching strategies explicitly designed to meet the academic, social and emotional needs of all students
- Improved student achievement in reading by providing differentiated and effective reading instruction; guided reading, reciprocal teaching, literacy circles and consistent monitoring of student progress.

Alameda County Office of Education, School Age Parent Program, 2001-2002

Teacher for School Age Mothers

- Taught whole group, small group and one on one in all subject matters
- Developed and taught self-esteem, life skills and parenting curriculum-using text based discussion, interactive journaling and life as text connections
- Carried out teacher inquiry research for the purpose of assessing effectiveness of curriculum
- Monitored students in completing independent work plans
- Advised students on credit and class requirements for high school graduation

Allendale Elementary School, 1999-2001

Classroom Teacher 3rd and 4th Grade Spanish Bilingual

- Taught multiple subjects in both Spanish and English
- Strategically transitioned emergent students to English program by effectively sheltering language instruction
- Implemented *History and Social Studies Project: Using Primary Sources of U.C Berkeley* in teaching history
- Collaborated with co-teachers to establish norms and procedures to include parents' voice in life of the school
- Created a 'family writing project' with in writer's workshop teaching strategies

Winton Middle School, 1998-1999

Seventh Grade English/Social Studies Core Teacher

- Designed integrated units of study of world cultures and language arts
- Implemented positive classroom management strategies
- Taught Life Skills class aimed at developing social and emotional skills of adolescents
- Developed partnerships with Mills College students to integrate visual arts into social studies curriculum
- Collaborated with science teacher to implement grade level plan to improve instruction and accountability via peer observation and reflection
- Trained in and implemented strategies in gang prevention and conflict resolution

EDUCATION

New Leaders for New Schools, Oakland, CA, 2006-present

Administrative Credential in progress (June 2007)

Mills College, Oakland, CA

Master of Arts in Education with Emphasis on Teaching Diverse Learners, June 1997

Professional Clear Multiple Subject Credential with CLAD, June 1996

New College of California, San Francisco, CA

Bachelor of Arts in Humanities, August 1994

PROFESSIONAL DEVELOPMENT

- **Cognitive and Formative Coaching, Beginning Teacher Support and Assessment (BTSA)**
Oakland Unified School District, August 2005 and 2006
- **Charter Petitioning and Drafting**
Charter Schools Development Center, Eric Premack, December 2006
- **Effective Documentation and Showcasing of Student Work**
Acorn Woodland School, September 2006
- **Developing and Using Rubrics for Writing Instruction**
Gwen Larson of ELOB, September 2004
- **Bay Area Writing Project**
U.C Berkeley, August 2004
- **GLAD (Guided Language Acquisition Development)**
Acorn Woodland School, October 2003
- **Leading and Teaching for Equity Institute**
Bay Area Coalition of Essential Schools, November 2003
- **Reading First Training**
Oakland Unified School District, August 2001 and 2004
- **California History Project-Primary Sources to Teach History**
U.C Berkeley July 2000
- **Hampton Brown and Differentiated Instruction**
Oakland Unified School District, November 1999


ADDITIONAL

- **Speak fluent Spanish**



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
10/19/2009

PRODUCER State Farm Insurance/ Kelly Lux 564 Park Street Alameda, CA 94501 	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Vanessa Flynn 4211 Gilbert St Oakland, CA 94611	INSURERS AFFORDING COVERAGE INSURER A: State Farm General Insurance Company 25151 INSURER B: INSURER C: INSURER D: INSURER E:	NAIC # 25151

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
<input checked="" type="checkbox"/>		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	97-BD-J678-8	10/19/2009	10/19/2010	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000	
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Consultant
Encompass Academy School C/O Lupe Padilla
Acorn Woodland Elementary School C/O Claudia Robles

CERTIFICATE HOLDER

Oakland Unified School District
1025 2nd Ave
Oakland, CA 94606

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Basic Directions

Additional directions and related documents are in the School Operations Library (<http://intranet.ousd.k12.ca.us>)

Services cannot be provided until the contract is fully approved and a Purchase Order has been issued.

- Contractor and OUSD contract originator (principal or manager) reach agreement about scope of work and compensation.
- Ensure contractor has OUSD Vendor Number and meets the consultant requirements (including insurance and background check)
- Contractor and OUSD contract originator complete the contract packet together and attach required attachments.
- OUSD contract originator creates the requisition.
- Within 2 weeks of creating the requisition the OUSD contract originator submits complete contract packet for approval.

Attachment Checklist

- ☐ For individual consultants: HRSS Pre-Consultant Screening Letter for current fiscal year
- ☐ For individual consultants: Proof of negative tuberculosis status within past 4 years
- ☐ Statement of qualifications (organization); or resume (individual consultant)
- ☐ Proof of General Liability insurance naming OUSD as an Additional Insured
- ☐ For organizations (any consultant who has employees): Proof of workers compensation insurance

OUSD Staff Contact Emails about this contract should be sent to: **FLOR MATOS**

Contractor Information

Contractor Name	Vanessa Flynn	Agency's Contact	Vanessa Flynn
OUSD Vendor ID #	I003647	Title	Consultant
Street Address	4210 Gilbert Street	City	Oakland
Telephone	(510) 882-1542	State	CA
		Zip	94611
Email	veveflynn@yahoo.com		
Contractor History	Previously been an OUSD contractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Worked as an OUSD employee? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Compensation and Terms – Must be within the OUSD Billing Guidelines

Anticipated start date	04/01/2010	Date work will end	06/30/2010	Other Expenses	
Pay Rate Per Hour (required)	\$89.00	Number of Hours	182.4	Total Contract Amount	\$ 16,400.00

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
7091	EIA/LEP	1077091201	5825	\$ 16,400.00
			5825	\$
			5825	\$
Requisition No.	R0005430			Total Contract Amount
				\$ 16,400.00

Approval and Routing (in order of approval steps)

Services cannot be provided before the contract 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.

1.	Administrator / Manager (Originator)	Name	Viet Nguyen	Phone	879-1620
	Site / Department	East Oakland PRIDE Elementary School		Fax	879-1629
	Signature	<i>Viet Nguyen</i>		Date Approved	4/12/10
2.	Resource Manager, if using funds managed by: <input checked="" type="checkbox"/> State and Federal <input type="checkbox"/> School Portfolio Management <input type="checkbox"/> Complementary Learning / After School Programs				
	<input checked="" type="checkbox"/> Scope of work indicates compliant use of restricted resource and is in alignment with school site plan (SPSA)				
	Signature	<i>William Thomas</i>		Date Approved	5/26/10
	Signature (if using multiple restricted resources)			Date Approved	
3.	Network or Executive Officer				
	<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>Sharon St. Casanoves</i>		Date Approved	5/27/10
4.	Cabinet (CAO, CCA, CFO, CSO, Assist. Sup. Facilities)				
	Signature	<i>[Signature]</i>		Date Approved	6/1/10
5.	Superintendent, Board of Education or State Administrator Signature on the legal contract				
Legal Required if not using standard contract		Approved		Denied - Reason	
Procurement	Date Received			PO Number	