

**To:** Oak Park River Forest High School (OPRF)  
**From:** Umoja Student Development Corporation  
**Re:** Professional Development & Customized Support  
**Date:** 9/10/2018

**OVERVIEW**

This partnership contract entered into by Umoja Student Development Corporation (Umoja) and Oak Park River Forest High School outlines the scope of professional services to be provided by Umoja to Oak Park River Forest High School for September 1, 2018 – December 1, 2018.

**SCOPE OF WORK**

**DESCRIPTION OF SERVICES**

**UMOJA RESPONSIBILITY**

<b>A. Professional Development: Restorative Justice Course</b>	<b>Dates</b>
Restorative Justice Course <ul style="list-style-type: none"> <li>● 4 Restorative Justice Workshops               <ul style="list-style-type: none"> <li>○ Foundations of Restorative Justice</li> <li>○ Community Building Circles</li> <li>○ Restorative Conversations</li> <li>○ Restorative Consequences</li> </ul> </li> <li>● 2 Umoja facilitators for 25 max participants</li> <li>● Total seat time: 12 hours</li> </ul>	Fall 2018 - Spring 2019
<b>B. Customized Support: Community of Practice</b> Community of Practice <ul style="list-style-type: none"> <li>● 6 meetings of a Community of Practice focused on deepening professional practice, facilitation, information sharing, troubleshooting, and reflection</li> <li>● Community of Practice will allow participants to sharpen skills, collaborate, and create teaching and discipline strategies to be shared with staff to support community building</li> <li>● Includes:               <ul style="list-style-type: none"> <li>○ Beginning of year meeting for planning and goal setting</li> <li>○ End of year meeting for reflection and evaluation</li> </ul> </li> </ul>	Fall 2018 - Summer 2019
<b>C. Customized Support: Team Coaching</b> <ul style="list-style-type: none"> <li>● 14 hours of coaching with school leadership focused on deepening practice, strategic planning, and troubleshooting, and reflection                Includes beginning of year meeting to discuss goals and planning, and</li> </ul>	Fall 2018 - Summer 2019

<p>end of the year meeting for reflection, evaluation, and future planning</p> <ul style="list-style-type: none"> <li>• Team will work towards the creation of a Culture &amp; Climate Team and restorative discipline strategies and structures for the school</li> </ul>	
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**FINANCIAL BREAKDOWN**

A. Restorative Justice Course	\$6,250
B. Community of Practice	\$3,750
C. Team Coaching	\$4,200
<b>TOTAL COST</b>	<b>\$14,200</b>

**INSURANCE**

Umoja shall procure and maintain through an insurance company or companies licensed to conduct business in Illinois insurance coverage and limits as follows: commercial general liability of \$1,000,000 per occurrence and \$2,000,000 aggregate and workers' compensation at the statutory limits. Umoja shall cause OPRF to be named as an additional insured on these policies by endorsement. The commercial general liability policy shall be endorsed to reflect that coverage is primary and noncontributory with any other insurance available to OPRF. Upon execution of this Agreement. Umoja shall furnish certificate(s) of insurance, policies, and endorsements to OPRF reflecting the coverages required.

**INDEMNIFICATION**

Each Party shall indemnify, defend, and hold the other Party, its elected officials, employees, agents and insurers harmless for any damage, loss or claim to the extent arising from the indemnifying Party's breach of this Agreement, and to the extent arising from any negligent act or omission by the indemnifying Party or its employee.

**CONSTRAINTS & EXCLUSIONS**

1. While Umoja's liability insurance covers Umoja employees, it is expected that the school, district, or organizational partner will provide liability coverage for any and all students and staff for all activities, trips and events related to the programming within this Statement of Work.
2. For customized support and professional development outlined in this SOW that is scheduled for to be determined dates, Umoja requests confirmation of scheduling at least two weeks in advance. Umoja will do its best to accommodate dates and times requested by Oak Park River Forest High School, but may not be able to honor all date and time requests.
3. It is the responsibility of Oak Park River Forest High School to notify Umoja of any changes to agreed upon dates, times and scheduled meetings at least 24 hours in advance. All original charges and costs for time will apply if the date, time or schedule is altered due to no fault of Umoja (e.g. meeting delays, time being shortened, etc.).
4. Payment from Oak Park River Forest Board High School is expected within 30 days of the issuing of an invoice. For questions regarding payment, please contact [iwalden@umojacorporation.org](mailto:iwalden@umojacorporation.org).



### PROJECT CHANGE CONTROL PROCEDURE

It may become necessary to amend this SOW for reasons including, but not limited to, the following:

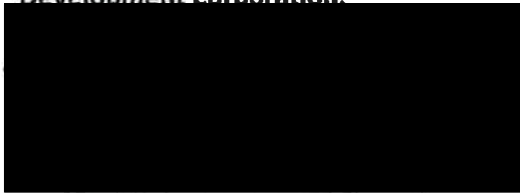
- Discretionary changes to the project schedule
- Discretionary changes in the scope of the project
- Requested changes to the work hours
- Non-availability of resources or services which are beyond Umoja Student Development Corporation's control
- Lack of access to personnel or facilities necessary to complete project

In the event that it is necessary to change this Scope of Work, Umoja or the partner may initiate a change request for review by the partners identified in this agreement. If further investigation on the part of Umoja is requested in order to determine the scope of the change, any charges for that investigation will be outlined. Upon acceptance of the change request by the project partners identified in this scope of work, the scope of work and costs will be modified appropriately, and the changes will be incorporated into the project. All work completed prior to the project change will be billed for and will be due from Oak Park River Forest High School.

### AUTHORIZATION

Authorized signatures below indicate acceptance by Umoja Student Development Corporation and Oak Park River Forest High School of this Scope of Work.

For Umoja Student  
Development Corporation:



Printed Name

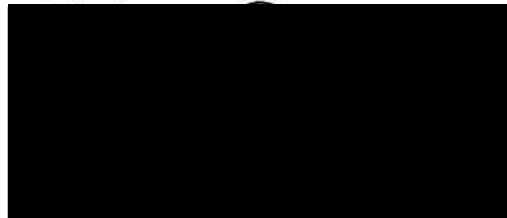
COO

Title

9/16/18

Date

For Oak Park River Forest High



Printed Name

Superintendent

Title

09/12/18

Date

