

Board Office Use: Legislative File Info.	
File ID Number	14-1844
Introduction Date	9/10/2014
Enactment Number	14-1671
Enactment Date	9-10-14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Herbert Allen Smith, Chief of Schools

**Board Meeting Date** September 10, 2014

**Subject** **Ratification by the Board of Education of Amendment No. 1 to Agreement with WestEd for Garfield School**

**Action Requested** Ratification by the Board of Education of an Amendment No. 1 to the Agreement with WestEd for the benefit of Garfield School

**Background** For the 2013-14 school year, the District entered into an Agreement with WestEd, whereby WestEd, using the APTT model to increase student academic learning and performance, provided training to parents and teachers over nine at a contract price not to exceed \$21,000.

**Discussion** Under the Amendment, WestEd, will continue to provide the develop the capacity of school leadership to successfully lead APTT implementation to increase student academic learning and performance, at a contract price not to exceed \$21,000 for the term from August 2014 to June 2015.

**Recommendation** **Ratification by the Board of Education of Amendment No. 1 to Agreement with WestEd for Garfield School**

**Fiscal Impact** Requisition No. R0150965

**Attachments**

- Amendment to Agreement
- Scope of Services
- Agreement

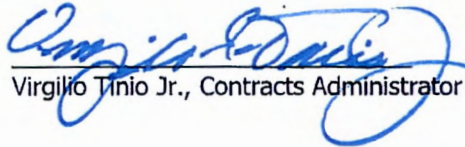
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**AMENDMENT-I  
TO THE  
AGREEMENT  
BETWEEN  
WESTED FOR GARFIELD SCHOOL  
AND  
THE OAKLAND UNIFIED SCHOOL DISTRICT**

1. By Enactment 14-0998 on June 11, 2014, the Board of Education ratified an Agreement between the District and WestEd for Garfield School whereby WestEd, using the APTT model to increase student academic learning and performance, will provide training to parents and teachers over nine days for the period from August 1, 2013 to June 30, 2014 at a contract price not to exceed \$21,000.
2. By this Amendment, the Board agrees to extend the term of the Agreement from August 1, 2014 to June 30, 2015, at a contract price not to exceed \$21,000, all other terms and conditions (except the term and additional contract price of \$21,000) remaining the same. See Scope of Work.
3. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** The District 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 CONTRACTOR according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, verifies that this vendor does not appear on the Excluded Parties List. <https://www.sam.gov/portal/public/SAM>
4. This Amendment to the Agreement and the Agreement constitute the entire understanding and agreement between the Parties.
5. All understandings, agreements, covenants, and representations express or implied, oral or written between the Parties are contained and merged herein. No other agreements, covenants, or representations, express or implied, oral or written, have been made by or between the Parties concerning the subject of this Amendment. This is an integrated agreement. It may not be altered, modified or otherwise changed in any respect except in a writing signed by each party.
6. Except as expressly provided above, the Agreement is unchanged.

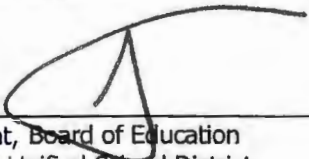
IN WITNESS WHEREOF, the parties hereto agreed to be bound and have executed this Amendment to the Agreement.

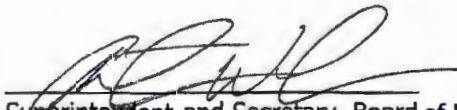
WESTED

  
Virgilio Tinio Jr., Contracts Administrator

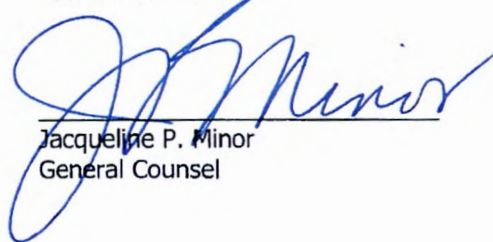
8/26/14

**Oakland Unified School District**

  
\_\_\_\_\_  
President, Board of Education  
Oakland Unified School District

  
\_\_\_\_\_  
Superintendent and Secretary, Board of Education  
Oakland Unified School District

Approved As to Form

  
\_\_\_\_\_  
Jacqueline P. Minor  
General Counsel

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File ID Number: 14-1844  
Introduction Date: 9-10-14  
Enactment Number: 14-1621  
Enactment Date: 9-10-14  
Rv.



excellence in research, development, and service

## Scope of Work

Garfield Elementary School, OUSD, Oakland, CA

August 2014 to June 2015

### PURPOSE

To support Garfield Elementary School in planning, developing, and implementing a research-based system of family engagement that meaningfully and strategically connects families and schools in advancing student learning and achievement.

## Services and Deliverables

### APTT Year 2 Training and Support

#### Objectives

- Continue to develop the capacity of the school leadership team to successfully lead APTT implementation
- The school leadership team will develop internal systems and infrastructure that will ensure proper teacher support and increased teacher capacity to successfully plan, organize, and implement APTT
- Teachers will continue to impact student achievement through family engagement by refining and strengthening facilitation skills and coaching during APTT meetings

#### Deliverables

- Professional development and training for teachers and school leadership team
- Facilitation of action planning for year-long APTT implementation
- Creation of an effective family outreach plan
- Support teacher planning and readiness for APTT team meetings 1 & 2
- Participate in selected APTT meetings, provide feedback, and assist principal with debriefing sessions

#### Time

Seven on-site days

### Total Cost: \$21,000

This is a fixed price contract for \$21,000, including consulting services, materials, and travel.

#### WestEd Contact

Katherine Prudhomme-Judge  
Senior Associate Manager  
916-719-7830  
kprudhomme@wested.org

#### Funder Contact

Nima Tahai, Principal  
Garfield Elementary School  
Oakland Unified School District  
1640 22nd Avenue, Oakland, CA 94606  
School Phone: [510.535.2860](tel:510.535.2860)  
nima.tahai@ousd.k12.ca.us

<b>Board Office Use: Legislative File Info.</b>	
File ID Number	14-1194
Introduction Date	6/11/2014
Enactment Number	14-0998
Enactment Date	6/11/14



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Maria Santos, Deputy Superintendent  
Dr. Gary Yee, Superintendent

**Board Meeting Date** June 11, 2014

**Subject** Ratification by the Board of Agreement with WestEd for Garfield School

**Action Requested** Ratification by the Board of Education of an Agreement with WestEd and the District whereby WestEd, using the APTT model to increase student academic learning and performance, will provide training to parents and teachers over nine days for the period from August 1, 2013 to June 30, 2014 at a contract price not to exceed \$21,000

**Background** See Discussion

**Discussion** WestEd, using the APTT model to increase student academic learning and performance, will provide training to parents and teachers over nine days at a contract price not to exceed \$21,000. More specifically, the objectives of the APTT model are:

1. Utilize student performance data to drive family engagement and establish high academic expectation agreements
2. Develop a professional development model customized to fit the needs of teachers and families
3. Increase parents' efficacy and confidence to support student learning at home
4. Build faculty capacity to work effectively with families
5. Create intentional and purposeful parent-teacher connections
6. Improve student learning and performance
7. Identify resources that fit the unique needs and talents of each student

**Recommendation** Ratification by the Board of Agreement with WestEd for Garfield School

**Fiscal Impact** P.O. No. P1408198/Requisition No. R0324517

**Attachments**

- Agreement
- Scope of Services

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OAKLAND UNIFIED  
SCHOOL DISTRICT

### PROFESSIONAL SERVICES CONTRACT 2013-2014

This Agreement is entered into between WestEd (CONTRACTOR) and Oakland Unified School District (OUSD). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- Services:** CONTRACTOR shall provide the ("Services" or "Work") as described in Exhibit "A," attached hereto and incorporated herein by reference.
- Terms:** CONTRACTOR shall commence work on 8/12/2013, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$84,100.00 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$84,100.00, whichever is later. The work shall be completed no later than 6/30/2014.
- Compensation:** OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement. The compensation under this Contract shall not exceed Twenty-One Thousand Dollars (\$21,000.00). 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: No reimbursements.

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- Equipment and Materials:** CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement except: None, which shall not exceed a total cost of \$0.00.
- CONTRACTOR Qualifications / Performance of Services:**  
**CONTRACTOR Qualifications:** CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and/or regulations, as they may apply.  
**Standard of Care:** CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.
- Invoicing:** Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD. Invoices shall include, but not be limited to: Contractor name, Contractor address, invoice date, invoice number, purchase order number, name of school or department service was provided to, period of service, name of the person performing the service, date service was rendered, brief description of services provided, number of hours of service, hourly rate, total payment requested.

- Notices:** All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

**OUSD Representative:**

Name: Nima Tahai  
 Site /Dept.: 11B - Garfield  
 Address: 1640 22<sup>nd</sup> Avenue  
Oakland, CA 94606  
 Phone: (510) 535-2860

**CONTRACTOR:**

Name: Virgilio Tinio, Jr.  
 Title: Contracts Administrator  
 Address: 730 Harrison Street  
San Francisco, CA 94107  
 Phone: (415) 615-3136

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

- 8 **Status of Contractor** This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.
- 9 **Insurance:**
- 1 Unless specifically waived by OUSD, the following insurance is required:
- i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.
- Check one of the boxes below.
- CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.
- OR**
- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
10. **Licenses and Permits** CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.
11. **Assignment:** The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
12. **Non-Discrimination:** It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age; therefore, CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, CONTRACTOR agrees to require like compliance by all its subcontractor(s). CONTRACTOR shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
13. **Drug-Free / Smoke Free Policy:** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use controlled substances, alcohol or tobacco on these sites.
14. **Indemnification** This is a mutual indemnification provision. Both OUSD and CONTRACTOR agree to hold harmless, indemnify, and defend the other party and the party's 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 caused by the party's negligence, omission or willful misconduct in connection with the performance of this Agreement.
- This provision survives termination of this Agreement.
15. **Copyright/Trademark/Patent/Ownership:** CONTRACTOR understands and agrees that all matters newly produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the newly developed 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. All pre-existing Contractor data and materials provided to OUSD by Contractor to assist in the performance of this Contract shall remain Contractor's property. Upon expiration or termination of the Contract for any reason, OUSD shall request instructions from Contractor regarding whether OUSD should: (i) Erase or destroy any Contractor data and/or materials maintained by OUSD, or (ii) Return the data and/or materials to Contractor. This provision shall survive termination of this Contract

16. **Waiver:** No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
17. **Termination:** Either party may at any time terminate this Agreement upon 60 days written notice. 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 a material breach of this Agreement that is incapable of being cured or, if capable of being cured, is not cured within thirty (30) days following receipt by CONTRACTOR of written notice of such breach from OUSD. In the event of termination for cause, OUSD may secure the required services from another contractor.
18. **Conduct of CONTRACTOR:** CONTRACTOR will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, which include:
  1. **Tuberculosis Screening:** CONTRACTOR is required to screen employees who will be working at OUSD sites for more than six hours. CONTRACTOR affirms that each employee has current proof of negative TB testing on file and TB results are monitored.
  2. **Fingerprinting of Employees and Agents.** The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

In the event that OUSD, in its sole discretion at any time during the term of this contract, desires the removal of any CONTRACTOR related persons, employee, representative or agent from an OUSD school site and, or property, CONTRACTOR shall immediately, upon receiving notice from OUSD of such desire, cause the removal of such person or persons.
19. **No Rights in Third Parties:** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein
20. **OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors.** OUSD may evaluate CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation
  1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance
  2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).
21. **Limitation of OUSD Liability:** Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
22. **Confidentiality.** CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
23. **Conflict of Interest:** CONTRACTOR shall abide by and be subject to all applicable 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.

- 24. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion:** CONTRACTOR certifies to the best of his/her/its knowledge and belief, that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List. (<https://www.sam.gov/>)
- 25. **Litigation:** This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 26. **Incorporation of Recitals and Exhibits:** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 27. **Integration/Entire Agreement of Parties:** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 28. **Counterparts:** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.
- 29. **Signature Authority:** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- 30. **Contract Contingent on Governing Board Approval:** OUSD shall not be bound by the terms of this Agreement until it has been formally approved by OUSD's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.

OAKLAND UNIFIED SCHOOL DISTRICT

President, Board of Education  
 Superintendent or Designee

Secretary, Board of Education

Date

6/12/14

Date

6/12/14

CONTRACTOR

Contractor Signature

Virgilio Tinio Jr., Contracts Administrator  
Print Name, Title

Date

5/28/14

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel

APPROVED FOR FORM & SUBSTANCE

By:

Attorney at Law

## EXHIBIT "A" SCOPE OF WORK

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

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

See Attachment 1

## WestEd Scope of Work: Garfield Elementary School, OUSD

August 1, 2013 – June 30, 2014

The APTT model is an intentional, systematic means of increasing student academic learning and performance by enhancing the quality of parent-teacher collaboration. APTT was designed using the lessons learned from research and those learned by years of on-the-ground family engagement work. APTT gives purpose, structure, and direction to school leaders and teachers on how to engage families in student learning. By providing parent education and creating a two-way system of regular communication, teachers can ensure that parents have knowledge and understanding of their children's grade level learning goals, and that parents are engaged in helping their children meet or exceed appropriate standards.

### Objectives of the APTT model

- Utilize student performance data to drive family engagement and establish high academic expectation agreements
- Develop a professional development model customized to fit the needs of teachers and families
- Increase parents' efficacy and confidence to support student learning at home
- Build faculty capacity to work effectively with families
- Create intentional and purposeful parent-teacher connections
- Improve student learning and performance
- Identify resources that fit the unique needs and talents of each student

### WestEd Deliverables

Session 1: Orientation and action planning with the administrative team	(1/2 day)
Session 2: Initial APTT training with teachers and academic coaches	(1/2 day)
Session 3: Grade level technical assistance/coaching in preparation for APTT meetings	(3 days)
Session 4: Coaching/support for teachers during APTT meetings	(3 days)
Session 5: Support facilitating teacher debriefing sessions after each round of APTT meetings	(1/2 day)
Session 6: Support with facilitating a parent focus group	(1/2 day)
Session 7: Assistance with data collection and program evaluation	(1/2 day)
Session 8: All staff end of the year review of implementation outcomes	(1/2 day)

**Total cost is \$21,000**

Costs include planning, professional development, technical support, debriefing sessions, materials, and travel.