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**OAKLAND UNIFIED  
SCHOOL DISTRICT**

*Community Schools, Thriving Students*

# Memo

**To** Board of Education

**From** Tony Smith, Ph.D., Superintendent  
 By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action  
 Vernon Hal, Deputy Superintendent, Business & Operations *W34*

**Board Meeting Date** December 14, 2011

**Subject** Memorandum of Understanding - Access To Learning - 998/Supplemental Educational Services (SES) of State and Federal Compliance

**Action Requested** Approval of a Memorandum of Understanding between Oakland Unified School District and Access To Learning, Palmdale, CA Supplemental Educational Services to be primarily provided to meet State and Federal Compliance for the period of December 14, 2011 through June 16, 2012 utilizing Title I funds under No Child Left Behind, section 116(e), in an amount not to exceed \$4,193.76 (maximum reimbursable amount).

**Background** In the Elementary and Secondary Education Act, as amended in 2001, Section 1116(e) of Title I, Part A requires provision of SES academic tutoring for eligible students from schools identified as PI Year 2 or greater. Supplemental Educational Services (SES) are additional academic instruction provided outside of the regular school day and designed to increase the academic achievement of students. SES, or free tutoring, must be high quality, research based, and specifically designed to increase student academic achievement. Eligible students are all low-income students who attend Title I PI Years 2 through 5 schools. In those instances when the LEA is not the approved SES provider chosen by the parent via an equitable selection process, the LEA establishes service agreements with SES providers approved by the State Board of Education (SBE). Each SBE approved SES provider servicing the LEA must provide the LEA with its approved application to show the design of the tutoring plan that was proven to be effective according to the results submitted to the CDE in the application.

**Discussion** Approval by the Board of Education of a Memorandum of Understanding between Oakland Unified School District and Access To Learning, Palmdale, CA for the latter to provide tutoring in Mathematics and/or Language Arts to eligible students, as determine by No Child Left Behind guidelines. Individual Learning Plan and Access To Learning must provide student progress reports to parents and teachers for all eligible students receiving Supplemental Educational Services (SES). Services are to be provided for the period of December 14, 2011 through June 16, 2012 in an amount not to exceed \$4,193.76



**Recommendation** Approval by the Board of Education of a Memorandum of Understanding between Oakland Unified School District and Access To Learning, Palmdale, CA. Services to be primarily provided to SES to State and Federal Compliance for the period of December 14, 2011 through June 16, 2012 utilizing Title I funds under No Child Left Behind, section 116(e), in an amount not to exceed \$4,193.76 (maximum reimbursable amount).

**Fiscal Impact** Funding Resource: Title I in an amount not to exceed \$4,193.76

**Attachments**

- Memorandum of Understanding including scope of work
- Exhibit A - Individual Services Agreement/Statement of Qualifications
- Exhibit B - Insurance Certification
- Exhibit C - TB & Fingerprinting Background Check Certification
- Exhibit D - Staff Qualifications and Invoicing Forms

## Memorandum of Understanding

File ID#	Provider	Funding Source
11-3081	# 1 At-Home Tutors, Inc.	T-1
11-3082	1 a1 WE CAN, Querer es Poder	T-1
11-3083	1 to 1 Study Buddy Tutoring, Inc.	T-1
11-3086	1-on-1 Learning with Laptops	T-1
11-3088	Academia de Servicio de Tutoria	T-1
11-3089	A Tree of Knowledge Educational Services, Inc.	T-1
11-3090	A+ Educational Centers	T-1
11-3091	ARC Associates	T-1
11-3092	ABC Phonetic Reading School, Inc.	T-1
11-3093	iArriba Education!	T-1
11-3095 ✓	Access to Learning	T-1
11-3096	ALTERNATIVES UNLIMITED, INC.	T-1
11-3098	Accuracy Temporary Services, Inc.	T-1
11-3100	Bright Sky Learning Inc.	T-1
11-3102	Club Z! In-Home Tutoring Services, Inc.	T-1
11-3103	College Admissions Counselors	T-1
11-3104	Datamatics, Inc. DBA Achieve High Points	T-1
11-3105	Extreme Learning, Inc. DBA Aavanza	T-1
11-3106	Healthy Families	T-1
11-3107	Huntington Learning Center	T-1
11-3108	Jair Learning, LLC	T-1
11-3111	J-Vision, Inc.	T-1

Laura Sibley  
State and Federal



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OAKLAND UNIFIED SCHOOL DISTRICT (OUSD) and  
SES CONTRACTOR  
2011-2012**

**1. Memorandum of Understanding**

This Memorandum of Understanding (hereinafter referred to as "MOU", "Contract" or "Agreement") is entered into this December 14, 2011 between the Oakland Unified School District (hereinafter referred to as "OUSD") and Access To Learning (hereinafter referred to as "CONTRACTOR") to provide Supplemental Educational Services (hereinafter referred to as "SES" or "Supplemental Educational Services") in the form of tutorial services to designated eligible students under the following federal guidelines:

**No Child Left Behind, Supplemental Educational Services, Title I, Section 1116(e).**

It is understood that this Contract does not commit OUSD to pay for Supplemental Educational Services, unless and until the OUSD SES Department approves the provision of Supplemental Educational Services to any particular student by CONTRACTOR.

**2. Terms of Contract**

The term of this Contract shall begin on December 14, 2011, and end on June 16, 2012 ("Term").

**3. Individual Learning Plan**

3.1 Before CONTRACTOR begins Supplemental Educational Services to any particular student, CONTRACTOR shall submit to OUSD an executed Individual Learning Plan (hereinafter referred to as "ILP") as specified by the OUSD SES Department for said OUSD student. CONTRACTOR shall use OUSD ILP. This form shall acknowledge CONTRACTOR'S intent to provide all services specified in the student's ILP.

3.2 This Contract shall include an ILP developed for each OUSD student to whom CONTRACTOR is to provide Supplemental Educational Services. The CONTRACTOR will complete, on behalf of OUSD, the ILP for each student the CONTRACTOR serves. An ILP shall only be issued for OUSD students enrolled with the approval of the OUSD SES Department and shall outline specific achievement goals as determined by individual student assessment.

3.3 Any and all changes to an OUSD student's educational program shall be made solely on the basis of a revision to the OUSD student's ILP. At any time during the term of this Contract, an OUSD student's parent, CONTRACTOR, or OUSD may request a review of an OUSD student's ILP.



#### 4. Scope of Work

4.1 OUSD and CONTRACTOR shall also enter into an Individual Services Agreement (hereinafter referred to as "ISA"), in the form of Exhibit A, which is attached hereto and made a part hereof and generally describes CONTRACTOR'S program.

4.2 Under this Contract, CONTRACTOR shall conduct the following scope of work:

(a) Provide English language arts and/or mathematics instruction outside of school hours; (b) Ensure that instruction and content is aligned with the State mathematics or language arts student academic achievement standards per ESEA 1116 (e)(5)(b); (c) Ensure that eligible students with disabilities, including students under Section 504, will receive appropriate services and accommodations; (d) Ensure, to the extent practicable, that Limited English Proficient students will receive appropriate services; (e) Develop an ILP based upon a template furnished by OUSD, unless other arrangements are agreed upon by CONTRACTOR and the OUSD, for each individual student in consultation with parents and OUSD staff, including how the student's progress will be measured, and a timetable for improving achievement [(Sec 1116 (e)(3) (A))]; (f) Provide a copy of each ILP to the parent, Site Administrator and OUSD SES office by January 28, 2012; (g) Make every effort, to the extent possible, to communicate in a language that the parent understands and provide translation services for all parent meetings; (h) Follow and implement District Facility Use procedures and pay any applicable fees if a school site location is to be utilized; (i) Utilize the OUSD SES Attendance Log format and Electronic Spreadsheet to report monthly attendance for services provided to expedite confirmation of students served and assist OUSD in collecting valuable data about services rendered; (j) Provide incentives for students, if applicable, that are reasonable and presented in a timely manner (See Section 41: Incentives and Marketing); (k) Align ILP with the student's IEP in the case of a student with a disability; (l) Provide student progress reports to student, student's parents, school Site Administrator, teachers, and the OUSD SES office in recommended or similar format minimally every fifteen (15) hours of service; (m) Prohibit the disclosure to the public the identity of any student eligible for, or receiving SES services without the written permission of the student's parents (Sec 1116 (e)(3)(E)); (n) Ensure that SES services will be provided consistent with applicable health, safety, and civil rights laws as required under ESEA 1116 (e)(5)(c); (o) Provide instruction that will be secular, neutral and non-ideological; (p) Coordinate the scheduling of on-site sessions with existing on-site after school programs; (q) Provide OUSD SES Office with updated contact information for (1) CONTRACTOR accounts manager responsible for invoices, (2) local CONTRACTOR coordinator responsible for OUSD SES services at OUSD and (3) all staff providing direct service to OUSD students; (r) Follow OUSD after-school policies and procedures for services; (s) Comply with all procedures concerning enrollment, contracting, attendance reporting, and billing as specified by the OUSD SES Office; (t) Ensure that onsite tutors meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (i) an AA degree; or completion of 48 semester units in college; or (ii) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education.

4.3 As the LEA in reference to NCLB Act, 20 USC Section 6316(3)(3) for the purpose of providing Supplementary Educational Services to eligible students in the district, the responsibilities of OUSD include the following:

(a) Provide an annual notice to potential providers of SES the opportunity to work with OUSD students; (b) Host an orientation meeting for approved SES providers seeking to provide services in OUSD; (c) Establish and implement eligibility/priority processes for



students; (d) Develop a list of approved providers from which parents/guardians may select; (e) Prohibit all SES providers from disclosing to the public the identity of any student eligible for, or receiving, Supplemental Educational Services without the written permission of the student's parents/guardian; (f) Monitor services provided by approved provider; (g) Enter into MOU contractual agreements with SES providers per number of Parent Requests for services; (h) Develop, in consultation with parents (and the provider chosen by the parents) a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement; (i) Prominently display on its Web site, in a timely manner to ensure that parents have current information: (i) beginning with data for the 2007–2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in SES; and (ii) for the current school year, the list of providers approved by the SEA to serve in the LEA and the locations where services are provided (j) Assist the SEA in identifying potential providers within the LEA; (k) Investigate and forward any complaint or reported instances of inappropriate conduct by CONTRACTOR to the SEA, the California Department of Education.

### ***Exhibit A - Individual Services Agreement***

#### **5. Integration**

This Contract and all attachments and amendments thereto including the ISA, each ILP, and the OUSD SES policies and procedures constitute the entire agreement between OUSD and CONTRACTOR. This Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Contract may be amended only by written amendment executed by both parties. Notwithstanding the preceding sentence, OUSD may modify or amend this Contract without CONTRACTOR'S consent to conform to federal and state laws and regulations.

#### **6. Definitions**

The following definitions shall apply for purposes of this Contract:

- a. The term "Supplemental Educational Services" means "additional academic instruction designed to increase the academic achievement of students in low-performing schools." These services may include academic assistance such as tutoring, remediation and other educational interventions, provided that such approaches are consistent with the content and instruction used by the local educational agency (LEA, in this case, OUSD) and are aligned with the State of California's academic content standards. Supplemental Educational Services must be provided outside of the regular school day. Supplemental Educational Services must be high quality, research-based, and specifically designed to increase student academic achievement. [NCLB, Title I, Part A, Section 1116(e)(12)(C)]
- b. The term "authorized OUSD representative" means an OUSD administrator assigned to the OUSD SES Program.
- c. The term "credential" means a valid credential, life diploma, permit, or document in education, special education or student personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(j).



- d. The term “qualified” means that a person has met federal and state certification, licensing, registration, or other comparable requirements (e.g., professional development, coursework completed, etc.) which apply to the area in which he or she is providing Supplemental Educational Services, or, in the absence of such requirements, the state-education-agency-approved or recognized requirements, and adheres to the standards of professional practice established in federal and state law or regulation.
- e. The term “license” means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(r).
- f. The term “eligible students” means those students identified by OUSD who meet specific requirements under Title I.
- g. The term “parent” means the natural parent, adoptive parent, parent surrogate, legal guardian, or any other adult granted educational decision-making rights by the natural or adoptive parent or a court of competent jurisdiction.
- h. The term “days” means calendar days unless otherwise specified.
- i. The phrase “billable day” means a service day meeting the requirements for payment under this Contract.
- j. The phrase “billable day of attendance” shall have the meaning set forth in Section 22 of this Contract.
- k. The phrase “billable hour” means a service hour, which is direct tutor-pupil instruction time as determined by the ISA.
- l. The phrase “home school” means an OUSD student’s actual school of attendance identified on the student list or on the registration form.
- m. The term “incentive” means any up-front monetary or material gifts valued at no more than \$2.00 given to parents or students to encourage them to choose a specific provider to provide Supplemental Educational Services to their child, and incentives valued at \$50.00 in the aggregate used within a provider’s program to encourage students to reach certain achievement or attendance levels AFTER they have begun service.

**7. Notices**

All notices provided for by this Contract shall be in writing.

Notices mailed to OUSD shall be addressed to:	Notices mailed to CONTRACTOR shall be addressed to:
Susana Ramirez, Director of State & Federal Compliance	Name: Felix Trevino, Executive Director
Oakland Unified School District (OUSD)	Access To Learning
SES Office 2111 International Blvd., Room 11 Oakland, CA 94606 Susana.ramirez@ousd.k12.ca.us	38713 Tierra Subida #200-234 Palmdale, CA 93551 1-888-897-9987 F.Trevino@tutoringaccess.com



Notices shall be mailed, e-mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

## **8. Maintenance of Records/Confidentiality**

8.1 CONTRACTOR will comply with all federal, state and local laws, rules and regulations regarding personally identifiable information concerning District students, employees and agents over which CONTRACTOR has control or to which CONTRACTOR has access, as well as any other student or District employee data provided or made available to CONTRACTOR in connection with this Contract (including, without limitation, all applicable provisions of the Health Insurance Portability and Accountability Act, the Family Educational Rights and Privacy Act and the Children's Internet Protection Act), and will observe all District security procedures related to the foregoing, as in effect from time to time.

8.2. All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Contract. For purposes of this Contract, "records" shall include, but not be limited to: pupil records as defined by California Education Codes sections 49061(b); registers and roll books of tutors and/or daily service providers; daily service logs and notes and other documents used to record the provision of services including ILPs; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of paid staff and volunteer sign-in sheets; liability and worker's compensation insurance policies; Supplemental Educational Services agency certifications; statements of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; federal/state payroll quarterly reports (Form 941/DE3DP); and bank statements and canceled checks.

8.3. This Contract, all communications and information obtained by CONTRACTOR from District relating to this Contract, and all information developed by CONTRACTOR under this Contract including without limitation all pupil records and the identity of OUSD students being served by CONTRACTOR shall be kept confidential. Except as provided in Subsection 8.5 and 8.8, without prior written consent of an authorized representative of District, CONTRACTOR shall neither divulge to, nor discuss with, any third party either the work and services provided hereunder, or any communication or information in connection with such services or work, except as required by law. Prior to any disclosure of such matters, whether as required by law or otherwise, CONTRACTOR shall inform the District, in writing, of the nature and reasons for such disclosure. CONTRACTOR shall not use any communications or information obtained from District for any purpose other than the performance of this Contract, without District's written consent.

8.4 At the conclusion of the performance of this Contract and upon the written request of OUSD, CONTRACTOR shall return to District all written materials constituting or incorporating any communications or information obtained from District. Upon District's specific approval, CONTRACTOR may retain copies of such materials, subject to the requirements of Subsections 8.1, 8.2 and 8.3.

8.5 CONTRACTOR may disclose to any subcontractor, or District approved third parties, any information otherwise subject to Section 8 that is reasonably required for the



performance of the subcontractor's work. Prior to any such disclosure, CONTRACTOR shall obtain the subcontractor's written agreement to the requirements of Section 8 and shall provide a copy of such agreement to District.

8.6 CONTRACTOR represents that it shall not publish or cause or be disseminated through any press release, public statement, or marketing or selling effort any information which is related to this Contract or the services provided hereunder without prior written approval of District.

8.7 CONTRACTOR shall maintain OUSD pupil records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR'S employees and agents who have access to confidential records (as described in Subsection 8.1, 8.2 and 8.3). CONTRACTOR shall maintain an access log for each OUSD student's pupil record which lists all persons, agencies, or organizations requesting or receiving information with respect to such pupil record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, and date/time of access for each individual requesting or receiving information from the OUSD student's pupil record. Such log need not record access to the OUSD student's pupil records by: (a) the OUSD student's parent; (b) an individual to whom written consent has been executed by the OUSD student's parent; or (c) employees of OUSD or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the pupil record. For purposes of clause (c) above, "employees of OUSD or CONTRACTOR" do not include subcontractors.

8.8 CONTRACTOR shall grant access to pupil records, and comply with all requests for copies of pupil records, as required by state and federal laws and regulations.

8.9 CONTRACTOR'S obligation under this Section 8 shall survive cancellation, termination, or expiration of this Contract.

## **9. Severability Clause**

If any provision of this Contract is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Contract shall be severable and remain in effect.

## **10. Successors in Interest**

This Contract binds CONTRACTOR'S successors and assignees.

## **11. Venue and Governing Law**

All questions concerning the validity, interpretation and performance of this Contract shall be governed by and decided in accordance with the laws of the State of California without regard to choice of law principles. The parties hereby submit and consent to venue and the exclusive jurisdiction of any state or federal courts located within the City of Oakland, California and irrevocably agree that all actions or proceedings relating to this Contract shall be litigated in such courts.

## **12. Termination for Convenience**

12.1 The OUSD may, by written notice to the CONTRACTOR, terminate this Contract in whole or in part at any time, for the OUSD's convenience and without cause. Upon receipt of such notice, the CONTRACTOR shall:

(a) Immediately discontinue all services affected (unless the notice directs otherwise) and

(b) Deliver to the OUSD all information and material as may have been involved in the provision of services whether provided by the OUSD or generated by the CONTRACTOR in the performance of this Contract, whether completed or in process. Termination of this Contract shall be as of the date of receipt by the CONTRACTOR of such notice.

12.2 If the termination is for the convenience of the OUSD, CONTRACTOR shall submit a final invoice within 60 days of termination, and the OUSD shall pay the CONTRACTOR the sums earned for services actually performed prior to the effective date of termination and other reasonable costs incurred by the CONTRACTOR to implement the termination in accordance with the provisions of this Contract.

12.3 The CONTRACTOR shall not be entitled to anticipatory, lost profits, or consequential damages as a result of any termination under this section. Payment to the CONTRACTOR in accordance with this section shall constitute the CONTRACTOR'S exclusive remedy for any termination hereunder.

12.4 Either party may terminate this Agreement with or without cause by providing Thirty (30) days' notice, in writing, to the other party. Upon the expiration of said notice, this Agreement shall become of no further force or effect whatsoever and each of the parties hereto shall be relieved and discharged here from.

12.5 Services to an individual student may be terminated by CONTRACTOR with consent of the OUSD if the student fails to attend 3 or more sessions, per written parental request, the student's dis-enrollment from the District, if this MOU is terminated, or if the student's conduct or behavior threatens the safety or well-being of that student, other students or staff members, or substantially detracts from the learning environment.

## **13. Termination for Default**

13.1 The OUSD may, by written notice to the CONTRACTOR, terminate this Contract in whole or in part at any time because of the failure of the CONTRACTOR to fulfill its contractual obligations and the District may, in its sole discretion, provide CONTRACTOR with a reasonable period within which to cure the default. Upon receipt of such notice, the CONTRACTOR shall:

(a) Immediately discontinue all services affected (unless the notice directs otherwise) and

(b) Deliver to the OUSD all information and material as may have been involved in the provision of services whether provided by the OUSD or generated by the CONTRACTOR in the performance of this Contract, whether completed or in process (unless the notice directs otherwise). Termination of this Contract shall be as of the date of receipt by the CONTRACTOR of such notice.

13.2 If the termination is due to the failure of the CONTRACTOR to fulfill its contractual obligations, the CONTRACTOR shall be liable to the District for any reasonable costs or



damages occasioned to the District thereby. The expense of completing the Services, or any other costs or damages otherwise resulting from the failure of the CONTRACTOR to fulfill its obligations, will be charged to the CONTRACTOR and will be deducted by the District out of such payments as may be due or may at any time thereafter become due to the CONTRACTOR. If such costs and expenses are in excess of the sum which otherwise would have been payable to the CONTRACTOR, then the CONTRACTOR shall promptly pay the amount of such excess to the OUSD upon notice of the excess so due.

13.3 If, after the notice of termination for failure to fulfill contract obligations, it is determined that the CONTRACTOR has not so failed, the termination shall be deemed to have been effected for the convenience of the OUSD subject to Section 12.

13.4 The CONTRACTOR shall not be entitled to any anticipatory, lost profits, or consequential damages as a result of any termination under this section. Payment to the CONTRACTOR in accordance with this section shall constitute the CONTRACTOR'S exclusive remedy for any termination hereunder. The rights and remedies of the OUSD provided in this section are in addition to any other rights and remedies provided by law or under this Contract.

#### **14. Termination for Change of Control**

In the event that CONTRACTOR undergoes a change in control where voting or other control of CONTRACTOR is acquired, directly or indirectly, in a single transaction or series of related transactions, or all or substantially all of CONTRACTOR'S assets are acquired, by any entity (other than an Affiliate), or CONTRACTOR is merged with or into another entity (other than an Affiliate) to form a new entity, then, at any time within nine (9) months after the last to occur of these events, OUSD may terminate this Agreement by (a) giving CONTRACTOR ninety (90) calendar days' prior written notice and (b) designating a date upon which the termination(s) will be effective.

#### **15. Termination for Insolvency**

OUSD may terminate this Agreement in its entirety if CONTRACTOR (a) becomes insolvent or is unable to meet its debts as they mature, (b) files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors, (c) files an answer or other pleading admitting, or fails to deny or contest, the material allegations of an involuntary petition filed against it pursuant to any applicable statute relating to bankruptcy, arrangement or reorganization, (d) is adjudicated a bankrupt or makes an assignment for the benefit of its creditors generally, (e) applies for, consents to or acquiesces in the appointment of any receiver or trustee for all or a substantial part of its property, or (f) any such receiver or trustee is appointed and not discharged within thirty (30) calendar days after the date of such appointment.

#### **16. Insurance**

16.1 CONTRACTOR shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Agreement, the following insurance coverage from a California licensed insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR'S fulfillment of any of its



obligations under this Contract or either party's use of the Work or any component or part thereof:

- (a) COMMERCIAL GENERAL LIABILITY insurance which shall include contractual, products and completed operations, corporal punishment and sexual misconduct and harassment coverage, and bodily injury and property damage liability insurance with combined single limits of not less than \$1,000,000 per occurrence.
- (b) WORKERS COMPENSATION insurance, as required by the California Labor Code, with not less than the statutory limits.

16.2 CONTRACTOR, no later than the date that this Contract is signed, and periodically thereafter upon request, shall furnish the District with certificates of insurance evidencing such coverage. Satisfactory evidence of insurance shall include standard insurance company Certificate of Liability Insurance form ACORD 25-S or the Marsh, Inc. insurance certificate form. The certificate of insurance shall include a thirty (30) day non-renewal notice provision. The policies of insurance providing the coverages referred to above shall name the Oakland Unified School District as an additional insured with respect to any potential tort liability, irrespective of whether such potential liability might be predicated on theories of negligence, strict liability or products liability. Premiums on all insurance policies shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR'S obligations under this contract at no additional charge. Failure to maintain the above mentioned insurance coverage shall be cause for termination of this Contract.

16.3 If at any time said policies of insurance lapse or become canceled, this Contract shall become void. The acceptance by OUSD of the above-required insurance does not serve to limit the liability or responsibility of the insurer or CONTRACTOR to OUSD.

16.4 If OUSD determines that change in insurance coverage obligations under this section is necessary, OUSD may reopen negotiations to modify the insurance obligations.

#### *Exhibit B - Insurance Certificates*

### **17. Indemnification and Hold Harmless**

17.1 CONTRACTOR shall indemnify, hold harmless and defend the Oakland Unified School District and each of its officers, officials, employees, volunteers and agents from any loss, liability, fines, penalties, forfeitures, costs or damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the District, CONTRACTOR or any other person and from any claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of performance of this Agreement.

17.2 CONTRACTOR'S obligations under the preceding sentence shall apply jointly and severally regardless of whether OUSD or any of its officers, officials, employees, volunteers or agents are actively or passively negligent, but shall not apply to any loss or liability, fines, penalties, forfeitures, costs or damages caused solely by the active negligence or by the willful misconduct of OUSD.

17.3 If CONTRACTOR should subcontract all or any portion of the work or activities to be performed under this agreement, CONTRACTOR shall require each subcontractor to



indemnify, hold harmless and defend OUSD, its officers, officials, employees, volunteers or agents in accordance with the terms of paragraphs 17.1 and 17.2.

## **18. Independent Contractor and Conflict of Interest**

18.1 CONTRACTOR shall provide all services under this Contract as an independent CONTRACTOR, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Contract shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the OUSD and any individual assigned by CONTRACTOR to perform any services for the OUSD. If the OUSD is held to be a partner, joint venturer, co-principal, employer or co-employer of CONTRACTOR or any person performing services on CONTRACTOR'S behalf, CONTRACTOR shall defend, indemnify and hold harmless the OUSD from and against any and all claims for loss, liability, or damages arising from that holding, as well as any expenses, costs, taxes, penalties and interest charges incurred by the OUSD as a result of that holding.

18.2 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, with the exception of OUSD teachers hired to tutor students in the SES program. 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 of this information.

## **19. Subcontracting**

19.1 CONTRACTOR shall provide written notification to OUSD before subcontracting for Supplemental Educational Services pursuant to this Contract. CONTRACTOR shall subcontract only with Supplemental Educational Service providers that have received state certification or approval or independent contractors paid under IRS 1099 rules and only after receiving OUSD's prior written consent. CONTRACTOR shall incorporate all of the provisions of this Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of Supplemental Educational Services for any OUSD student, CONTRACTOR shall ensure that such subcontract shall require the subcontractor to keep in effect appropriate policies of liability insurance including, but not limited to, general liability and professional liability policies acceptable to OUSD with the limits stated in Section 16. CONTRACTOR shall ensure that such subcontract shall require the subcontractor's insurance provider to send written notice of cancellation to OUSD at least thirty (30) days prior to cancellation or material change in coverage or terms of policy.



19.2 If the CONTRACTOR hires independent contractors paid under IRS 1099 rules to perform services under this Contract, CONTRACTOR must demonstrate compliance with the insurance requirements of Section 16, with respect to each such independent contractor by either:

- (a) Covering each such independent contractor under CONTRACTOR'S own insurance, as evidenced by submitting complete copies of all relevant insurance policies of CONTRACTOR; or
- (b) Submitting insurance certificates evidencing that each such independent contractor has its own insurance and has coverage which complies with the insurance requirements of Section 16.

19.3 CONTRACTOR shall not provide transportation or subcontract for transportation services for OUSD students unless OUSD and CONTRACTOR agree otherwise in writing.

19.4 Failure of the CONTRACTOR to require its subcontractor(s) to obtain and maintain the same minimum limits and coverages and to provide the required certificates, endorsements and policies as described in Section 16 shall also constitute a material breach of, and may result in, termination of the Contract.

## **20. Appropriate Educational Services**

Unless otherwise agreed to between CONTRACTOR and OUSD, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, assessments, and/or facilities for OUSD students, as specified in the OUSD student's ILP and the ISA. CONTRACTOR shall make no charge of any kind to parents for Supplemental Educational Services as specified in the OUSD student's ILP (including, but not limited to, screenings, OUSD designated and other assessments, or interviews that occur prior to or as a condition of the OUSD student's enrollment under the terms of this Agreement).

## **21. Instructional Minutes**

The total number of minutes per day provided by CONTRACTOR shall be specified in the ISA and in each OUSD student's ILP and all instruction shall be provided outside of the normal school day.

## **22. Calendars**

CONTRACTOR shall be provided with an OUSD-developed/approved calendar. CONTRACTOR shall provide services pursuant to the OUSD-developed/approved calendar and as specified in the ISA and the OUSD student's ILP. CONTRACTOR shall bill only for services provided on billable days of attendance as specified and agreed to in writing by the OUSD and included in the ISA and OUSD student's ILP.

## **23. Complaint Procedures**

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of OUSD students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq.*; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy,



California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 34 CFR 106.8 (a) (d) and 106.9 (a), and any other policies required by law. CONTRACTOR shall provide documentation of these procedures to the OUSD SES Department no later than the date that this Contract is signed.

#### **24. OUSD Student Progress Reports/Report Cards and Assessments**

24.1 CONTRACTOR shall provide to parents, SES Department, and each OUSD student's home school written progress reports/report cards pursuant to the requirements specified by the OUSD SES Department. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR'S place of business and made available upon request of OUSD and/or the OUSD student's parent(s).

24.2 If applicable, CONTRACTOR shall administer OUSD designated pre-test assessments at the beginning of service to each OUSD student and administer OUSD designated post-test assessments to each OUSD student before the end of the term of the relevant student's ILP. CONTRACTOR shall not charge the OUSD student's parent(s) or OUSD for the provision of progress reports, report cards, and/or any assessments including the designated or any other pre and post test assessments, any interviews, or meetings. CONTRACTOR shall be responsible for purchase of the designated assessment tools necessary to comply with the above through the company chosen by the OUSD, if applicable.

#### **25. OUSD Student Change of Enrollment**

If the OUSD student's change of enrollment is to a home school (where the child actually attends classes) outside of OUSD's service boundaries or an OUSD home school (where the child actually attends classes) whose students are not eligible for Supplemental Educational Services under the No Child Left Behind Act, OUSD shall not be responsible for the costs of services delivered after the OUSD student's change of enrollment. The OUSD shall not be responsible for the costs of services if the application form states an OUSD home school (where the child actually attends classes) whose students are not eligible for Supplemental Educational Services under the No Child Left Behind Act.

#### **26. Withdrawal of OUSD Student from Program**

CONTRACTOR shall immediately report, by telephone, to the OUSD SES Department when an OUSD student is withdrawn by parent from services. CONTRACTOR shall confirm such telephone call in writing as specified by the OUSD SES Department.

#### **27. Parent Access**

CONTRACTOR shall provide for reasonable parental access to OUSD students and all facilities including, but not limited to, the instructional setting, recreational activity areas, and meeting rooms. CONTRACTOR shall comply with any known court orders regarding parental visits and access to OUSD students.

#### **28. Monitoring**

28.1 CONTRACTOR shall allow access by OUSD to CONTRACTOR'S facilities (including on-line and in-home sessions) for periodic monitoring of each OUSD student's instructional program and shall be invited to participate in a review of each student's



progress. OUSD shall have access to observe each OUSD student at work (including during on-line and in-home sessions), observe the instructional setting, interview CONTRACTOR, and review each OUSD student's records and progress. Such access shall include unannounced monitoring visits (including during on-line and in-home sessions). When making site visits, OUSD shall initially report to CONTRACTOR'S site administrative office, if applicable. If CONTRACTOR provides online services, before services are provided under this Contract, CONTRACTOR shall provide to OUSD all website addresses, passwords, and any other information necessary to permit OUSD to access CONTRACTOR'S online services.

28.2 CONTRACTOR shall participate in an annual review process as deemed appropriate by OUSD. This review will address, among other things, programmatic aspects of the CONTRACTOR, compliance with relevant state and federal regulations, assessments of OUSD students, OUSD student achievement growth, and Contract compliance.

28.3 CONTRACTOR shall participate in any reviews, including without limitation, self reviews as required by law.

28.4 CONTRACTOR understands that OUSD reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

## **29. Personnel Clearance Requirements**

29.1 CONTRACTOR shall comply with the requirements of California Education Code sections 45125.1, 35021.1, 35021.2 and Title 5, California Code of Regulations section 13075.2, including, but not limited to:

- (a) Obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") OR the home state Department of Justice or an equivalent agency, if they do not reside in California, AND clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI"), for CONTRACTOR'S employees, and volunteers, and subcontractors prior to providing services to any OUSD student unless CONTRACTOR determines that the employees, volunteers, and subcontractors will have no contact with OUSD students. Such DOJ/equivalent agency and FBI clearance shall occur within the past calendar year and include a determination that any such person has not been convicted of a violent or serious felony as those terms are defined in California Education Code section 45122.1, unless despite such person's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 45125.1(f) (1) or (2). Tutors who do not live in the United States and whose criminal records are not available to the FBI through their home countries, cannot be cleared to work with OUSD students. In addition, CONTRACTOR shall make a request for subsequent arrest service from the DOJ/equivalent agency as required by California Penal Code section 11105.2 with respect to each such person.
- (b) Obtaining clearance for tuberculosis (TB). CONTRACTOR shall certify in writing that CONTRACTOR'S employees and volunteers and subcontractors have been tested and received clearance for TB within the past four years. (Tutors providing service via telephone or Internet only do not need TB clearance.)



29.2 CONTRACTOR shall certify in writing on CONTRACTOR's letterhead to OUSD that CONTRACTOR has at all times complied with this Section of the Contract. Clearance certifications shall be submitted to the OUSD SES Department pursuant to the requirements of the OUSD SES Department.

*Exhibit C - Fingerprinting/TB letter*

**30. Verification of Licenses, Credentials and other Documents**

30.1 Before the start of Service and monthly thereafter, CONTRACTOR shall submit to OUSD a staff list, and all current licenses, credentials, permits and/or other documents (e.g., proof of professional development or coursework, completed, etc.) which entitle the holder to provide Supplemental Educational Services held by individuals employed, contracted, and/or otherwise hired or utilized by CONTRACTOR to provide Services under this Contract. CONTRACTOR shall, in a manner specified by the OUSD SES Department, notify OUSD each month with the submission of the invoices when personnel changes occur which may affect the provision of Supplemental Educational Services to OUSD students.

30.2 CONTRACTOR shall monitor the status of licenses, credentials, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired or utilized by CONTRACTOR to provide Services under this Contract. CONTRACTOR shall provide to OUSD monthly updated information regarding the status of licenses, credentials, permits and/or other documents upon request.

**31. Onsite Services**

31.1 CONTRACTOR will participate in technical assistance, training, orientation, monthly meetings and other support and resource development activities provided by OUSD and collaborative partners in conducting program planning, implementation, and evaluation. These include required regular meetings with the school principal or other identified designee to ensure collaboration with the school vision.

31.2 CONTRACTOR staff and agents who directly supervise students must meet the following minimum qualifications for an instructional aide: a high school diploma or its equivalency and one of the following: (a) an AA degree; or completion of 48 semester units in college; or (b) successful completion of the Instructional Assistant exam, administered by the Alameda County Office of Education.

31.3 For all elementary and middle school students, CONTRACTOR shall, before the first session, agree with the parent or guardian on students' pick up arrangements at the end of each session. In no case shall the CONTRACTOR leave the school site until all students have been picked up, unless specific arrangements have been made with the student's parent or guardian.

31.4 If students are scheduled to attend another afterschool program after the SES session, CONTRACTOR shall be responsible in ensuring that the student is accompanied to the next program.

31.5 CONTRACTOR shall appoint a coordinator/lead staff person for each school site hosting an onsite SES program. The coordinator shall be present and accessible at the school site any time that CONTRACTOR is conducting SES programs.

### **32. Health and Safety**

32.1 CONTRACTOR shall comply with all applicable federal, state, local and OUSD laws, regulations, ordinances, policies, and procedures, as well as OUSD policies and procedures, regarding student health and safety.

32.2 For all elementary and middle school students, CONTRACTOR shall, before the first session, agree with the parent or guardian on students' pick up arrangements at the end of each session.

32.3 CONTRACTOR shall comply with the official OUSD Nutritional Policy with regard to student snacks and incentives.

### **33. Facilities and Facilities Modifications**

33.1 In the event that OUSD, in its sole discretion, at any time during the term of this Agreement, desires the removal of any CONTRACTOR related persons, employee, representative or agent from the 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 at no cost or liability to OUSD.

33.2 Other than services provided in the student's home, CONTRACTOR shall provide Supplemental Educational Services to OUSD students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR'S facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances.

### **34. Incident/Accident Reporting**

CONTRACTOR shall submit, within 24 hours by mail, any accident or incident report to the OUSD SES Department. CONTRACTOR shall submit accident or incident reports pursuant to the procedures specified by the OUSD SES Department.

### **35. Child Abuse Reporting**

CONTRACTOR hereby agrees that all staff members, including volunteers, are familiar with and agree to adhere to its child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11166. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the OUSD SES Department no later than the date that this Contract is signed. CONTRACTOR must develop and/or maintain a written child abuse reporting procedure.

### **36. Reporting of Missing Children**

CONTRACTOR assures OUSD that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal



requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the OUSD SES Department no later than the date that this Contract is signed. CONTRACTOR must develop and/or maintain a written missing children reporting procedure.

### **37. Enrollment, Contracting, Attendance Reporting, and Billing Procedures**

37.1 CONTRACTOR shall comply with all procedures concerning enrollment, contracting, attendance reporting, and billing as specified by the OUSD SES Department.

37.2 CONTRACTOR shall maintain separate registers for each OUSD student that fully describe the Services provided. Original attendance forms (i.e. daily service logs and notes describing the Services provided) shall be initialed daily by the student and completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by OUSD during the Term and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

37.3 CONTRACTOR must begin providing services to students by February 11, 2012, and must provide at least 80% of their services to 90% of the enrolled students by April 22, 2012. CONTRACTOR must begin providing service to ALL students by the date that allows each student sufficient time to receive the total number of hours of service to be provided to each student as indicated in the ISA and prior to the testing period unless otherwise agreed to in writing between the CONTRACTOR and the OUSD.

37.4 Funds will be encumbered from the OUSD Title I budget on behalf of CONTRACTOR for the school year 2011-2012 up to and not to exceed **\$4,193.76**

37.5 The Agreed upon hourly reimbursement rate is equal to **\$ 50.00**.

37.6 Payments for full provision of services for each student will equal the required 2011-2012 OUSD PPA rate as cited on the California Department of Education website. In no event shall OUSD incur any obligation or expense in excess of the state/federal reimbursement amount.

37.7 Payments will be made on a positive attendance basis, equal to the PPA amount divided by the total number of hours of instructional services projected to be provided. There are no options for multiple hourly rates or "free hours" in OUSD.

37.8 CONTRACTOR shall receive compensation only for sessions attended by OUSD students and Supplemental Educational Services actually provided to OUSD students. CONTRACTOR shall not receive compensation for homework or assignments completed outside of the direct tutoring session. CONTRACTOR shall not receive compensation for OUSD student absences. CONTRACTOR shall not receive compensation for more than one hour each for the administration of the pre-test and post-test assessments. CONTRACTOR shall not receive compensation for initial assessment if the student completes less than 2 hours of direct tutoring service. CONTRACTOR shall not receive compensation for parent orientation meetings, individualized parent meetings, meetings with OUSD staff or Site Administrators. Start up costs will not be paid for, nor will additional itemized listing of supplies or administrative overhead. These costs should be built into the hourly rate.



37.9 CONTRACTOR shall submit invoices and related documents to OUSD for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be submitted on a form and in a manner prescribed by the OUSD SES Department. Invoices for payment of services for SES must be itemized, accompany detailed attendance reports and include evidence of the following staff qualifications for each CONTRACTOR employee and agent, including employees of subcontracting agencies and volunteers: TB Clearance, current CA Department of Justice fingerprint clearance, and Instructional Aide requirement. CONTRACTOR will utilize the required OUSD invoicing and staff qualifications forms for regular invoice submission. The invoices must be submitted on CONTRACTOR letterhead and have a CONTRACTOR representative's signature before submission to the OUSD SES office. No invoice shall be processed unless an ILP has been submitted for each student billed for in that invoice. If an invoice is submitted in violation of these terms, OUSD may withhold payment.

37.10 Payment shall only be made for students whose names have been provided to CONTRACTOR by OUSD for the Term specified in this Contract. If CONTRACTOR submits an invoice billing for students not specified by the OUSD for SES Services, OUSD may withhold payment.

37.11 Invoices will be processed once a month and must be received in the OUSD SES office by the 10<sup>th</sup> of each month. Invoices received after the 10<sup>th</sup> of the month will not be processed until the following month. Invoices received after June 24, 2012 will not be paid.

37.12 To qualify for payment, invoices shall be submitted no later than forty-five (45) days after the end of the calendar month in which the services were rendered unless otherwise agreed to in writing by the CONTRACTOR and the OUSD. OUSD shall make payment to CONTRACTOR based on the number of billable days of attendance and billable hours of service at rates specified in this Contract.

37.13 Payment shall be within forty-five (45) days after OUSD's receipt of invoices prepared and submitted as specified by the OUSD SES Department. CONTRACTOR shall correct deficiencies and resubmit billing invoices no later than thirty (30) days after the invoice is returned by OUSD. OUSD shall pay properly submitted rebilling invoices no later than forty-five (45) days after the date a completely corrected rebilling invoice is received by OUSD. Payment shall be mailed to the CONTRACTOR'S official organizational address on file with OUSD.

#### ***Exhibit D - Invoicing and Staff Qualifications Forms***

### **38. Right to Withhold Payment**

38.1 OUSD may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this Contract, ISA, and/or ILP; (b) CONTRACTOR was overpaid by OUSD as determined by inspection, review, and/or audit of CONTRACTOR'S program, work, and/or records; (c) education and/or related services are provided to OUSD students by personnel who are not appropriately credentialed, licensed, or otherwise qualified as provided in this Contract; (d) OUSD has not received, as per OUSD SES Department's policies and procedures, all documents concerning one or more OUSD students enrolled in CONTRACTOR'S educational program or has not received said documents in a timely fashion; or (e) CONTRACTOR



receives payment from another agency or funding source for a service provided to an OUSD student. If the basis for the withholding is subsection (d) of this section, OUSD may only withhold the proportionate amount of the bill related to that pupil for the time period after the violation occurred and until it is cured including submitting new invoice documents that exclude the charges for said pupils. If the basis for withholding is subsections (a) and/or (b), OUSD may only withhold the value of the service CONTRACTOR failed to perform or the amount of any overpayment. If the basis for the withholding is subsection (c), OUSD may only withhold payment for services provided by the applicable individual. If the basis for the withholding is subsection (e), OUSD may only withhold the amount paid to CONTRACTOR by the agency or funding source for the service provided to the OUSD student.

38.2 If OUSD determines that cause exists to withhold payment to CONTRACTOR, OUSD shall, within ten (10) days of this determination, provide to CONTRACTOR written notice that OUSD is withholding payment. Such notice shall specify the basis or bases for OUSD's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for OUSD's withholding payment or submit a written request for extension to correct the deficiencies unless the deficiency is timeliness which cannot be cured. Upon receipt of CONTRACTOR'S written request for showing good cause, OUSD shall extend CONTRACTOR'S time to correct deficiencies (usually an additional thirty (30) days) otherwise payment will be denied.

### **39. Payment for Staff Absences**

If CONTRACTOR'S service provider is absent, CONTRACTOR shall provide a qualified (as defined in section 6 of this Contract and as determined by OUSD) substitute. OUSD shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider.

### **40. Payment for Student Absences**

OUSD shall not be responsible for the payment for Services when a student is absent.

### **41. Incentives and Marketing**

41.1 The CONTRACTOR shall not provide any up-front incentive valued at over \$2.00 per student to parents or students to encourage signing up for CONTRACTOR'S services or to encourage any other student or parent to sign up for CONTRACTOR'S services. Acceptable are such items as pencils, pens, magnets, etc. In any marketing information or other explanation, either verbally and in writing, and in the delivery of services, CONTRACTOR may not offer to parents and/or students incentives valued at more than \$50.00 in the aggregate per student as achievement and/or attendance incentives once the student has signed up for CONTRACTOR'S services.

41.2 The CONTRACTOR'S policy as to how students earn achievement and/or attendance incentives (which shall not exceed the maximum allowable set forth above) and the specific incentives with their specific costs must be fully explained in the ISA and approved by the OUSD.



41.3 CONTRACTOR may not offer any incentive/payment of any amount to any OUSD personnel, representative, volunteer or parent employed by one of the SES eligible schools for helping CONTRACTOR to recruit parents and students to sign up for CONTRACTOR'S Supplemental Educational Services.

41.4 CONTRACTOR shall not engage in SES marketing on any school site or within 20 yards of any OUSD school site outside of designated SES informational fairs. SES Providers participating in any SES informational fairs at OUSD must follow rules set forth by the OUSD SES Office and must return a signed copy of the CERTIFICATION OF COMPLIANCE TO OUSD SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER FAIR PROCEDURES along with this MOU.

41.5 Applications with CONTRACTOR's name pre-printed on them (i.e. not handwritten by the parents) will be considered invalid and will not be accepted.

41.6 Applications submitted without signatures will be considered invalid and will not be accepted.

## **42. Budget Reductions**

In the event that during the term of this Contract, the State of California through the California Department of Education or the Board of Education of the District fails to appropriate sufficient funds to fund the Contract, reduces or terminates funding with respect to the relevant program, or otherwise directs budget cutbacks, District may either (a) terminate the Contract, without further liability to the District, or (b) propose an amendment to the Contract for a reduced scope of Services and/or at a lower price, which may be retroactive to the beginning of the term hereof. Any such amendment shall require the mutual agreement of the parties. Further, if the Board of Education suspends payments to contractors due to budget cutbacks by the State of California, District shall have the option to suspend performance of the Contract and suspend payments to the CONTRACTOR until the State of California rescinds the suspension. In any event, the Contractor shall be paid in accordance with the Contract for Services performed through the date of termination, amendment (as more particularly set forth in the amendment) or suspension of payments. In no event shall District be liable for any special, consequential, indirect or incidental damages, including but not limited to lost profits arising out of or in connection with any termination, amendment or suspension of payments pursuant to this Section.

## **43. Inspection and Audit**

43.1 The CONTRACTOR shall maintain and the OUSD shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Contract.

43.2 CONTRACTOR shall provide access to all records including, but not limited to: pupil records as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes describing the Services provided or other documents used to record the provision of related services; daily service logs and notes describing the Services provided and other documents including ILPs used to record provision of services provided; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, clearance documentation



referenced in Section 29; dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; and other related service subcontracts; tutoring schedules; liability and worker's compensation insurance policies; certifications; statements of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; federal/state payroll quarterly reports (Form 941/DE3DP); and bank statements and canceled checks. Such access shall include unannounced inspections by OUSD. CONTRACTOR shall make available to OUSD all budgetary information including operating budgets submitted by CONTRACTOR to OUSD for the relevant contract period being audited.

43.3 CONTRACTOR shall make said evidence and documents available at the office of OUSD or CONTRACTOR'S offices (to be specified by OUSD) at all reasonable times and without charge. Said evidence/documents shall be provided to OUSD within five (5) days of a written request from OUSD. CONTRACTOR shall, at no cost to OUSD, provide assistance for such examination or audit. OUSD's rights under this section shall also include access to CONTRACTOR'S offices for purposes of interviewing CONTRACTOR'S employees. If any document or evidence is stored in an electronic form, it shall be provided in a format that is accessible and readable by current software by the OUSD.

43.4 CONTRACTOR shall obtain from its subcontractors written agreements to the requirements of this section and shall provide a copy of such agreements to OUSD upon request by OUSD.

43.5 If an inspection, review, or audit by OUSD, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes OUSD monies as a result of CONTRACTOR'S over billing or failure to perform, in whole or in part, any of its obligations under this Contract, OUSD shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and OUSD otherwise agree in writing, CONTRACTOR shall pay OUSD the full amount owed as result of CONTRACTOR'S over billing and/or failure to perform, in whole or in part, any of its obligations under this Contract, as determined by an inspection, review, or audit by OUSD, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to OUSD within thirty (30) days of receipt of OUSD's written notice demanding payment.

#### **44. No Waiver; Amendment**

44.1 This Contract may be amended or modified only by written amendment executed by both parties to this Contract.

44.2 No terms or provisions of this Contract will be deemed waived by the District except for budget reductions deemed by submitted, signed ILPs and no breach by the CONTRACTOR excused, unless such waiver or consent will be in writing and signed by the District. Any consent by the District to, or waiver of, a breach by the CONTRACTOR, whether express or implied, will not constitute consent to, a waiver of, or excuse for any other different or subsequent breach. The failure by the District to exercise any right provided for under this Contract will not be deemed a waiver of that right or of any other right hereunder.

**45. Certification Regarding Debarment, Suspension or Ineligibility for Award (34 CFR 85)**

By signing this Agreement, the CONTRACTOR certifies that the CONTRACTOR, and any of its principals and/or subcontractors:

- a. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
- b. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for, or otherwise criminally or civilly charged by a government entity (Federal, State or local) with, commission of any of the offenses enumerated in paragraph b. (above) of this section; and
- d. Have not within a three-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

**[Remainder of page 21 BLANK]**




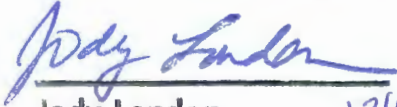
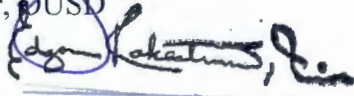
**46. Further Assurances/Signatures**


46.1 Each party shall provide such further documents and instruments and take such other actions as may be reasonably necessary or desirable to give effect to this Contract and to carry out its provisions.

46.2 The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This Contract is effective on the December 14, 2011, and terminates at 5:00 PM on June 16, 2012, unless sooner terminated as provided herein.

 12/13/11  
SES Program Coordinator, OUSD Date

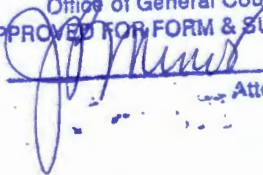
 12/13/11  
State and Federal Compliance Director, OUSD Date

 12/15/11  
Jody London Board Representative, OUSD Date  
  
Edgar Rakestraw, Jr., Secretary Board of Education

 8/12/11  
CONTRACTOR Representative, Signature Date  
Felix Treviño, Executive Director  
CONTRACTOR Representative, Title

**47. Attachments:**

- Exhibit A - Individual Services Agreement
- Exhibit B - Insurance Certificates
- Exhibit C - Fingerprinting/TB letter
- Exhibit D - Invoicing and Staff Qualifications Forms

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By:   
Attorney at Law

File ID Number: 11-3095  
Introduction Date: 12-7-11  
Enactment Number: 11-2580  
Enactment Date: 12-14-11  
By: 12

# **EXHIBIT A**



# Supplemental Educational Services

## Academic Tutoring Services

### Individual Services Agreement 2011-2012\*

\* All answers must reflect/match your officially approved application to the California Department of Education.

Provider: Access To Learning

Legal Name (if different): \_\_\_\_\_

#### FUNDING AND RELATED COSTS

• What are the per-hour per-student costs for services (based on a per-pupil allocation of **\$1,727.17**)? (There must be **ONE** hourly rate for services **ONLY** and free hours are not permitted) (If the per-pupil rate for services increases or decreases, the OUSD will allow providers to amend their number of hours to reflect the changes) *Our per-hour per-student rate is \$50.00; this hourly rate includes all services and all equipment necessary to access our services.*

• Does this cost include all services and equipment necessary to access the services?

*Yes this rate covers all services and equipment needed to access our services.*

• How frequently will students receive service? For how many hours in total and how long a period in total during each session will students receive services? Include **ONLY** the number of hours that will be paid for by the OUSD under SES – do not include any “free” hours. (If the per-pupil rate for services increases or decreases, the OUSD will allow providers to amend their number of hours to reflect the changes) Where will services be delivered? (List all sites if individual franchises/clubs/centers, etc. are involved)

*Tutoring sessions are scheduled 2-3 times per week; each session is 1-3 hours in length grade appropriate, typically sessions last 2 hours. Our schedule of service is as follows: Mon-Fri 3pm-9pm, Sat-Sun 8am-9pm (during school when on track) Off-track/Holidays Mon-Sun 8am-9pm. The total amount of hours offered will depend on the PPA for 2011-2012; however, based on the PPA for 2010-2011 of \$1727.17/\$50.00 hourly rate =34.54 hours per eligible students in either 1-on-1 direct instruction or Small group direct instruction. Services will take place at students' home, local library, community center or school site if available.*



- What is the absolute maximum number of students provider is able to service?  
The absolute maximum number of students we can serve is 2,500.
- What will be needed for students to access the services (i.e.: transportation to a site - where, how far from schools? Computer access - what kind, hook ups, internet access, specialized equipment, etc.)?  
Transportation may be needed to designated location where services will be rendered, if location is other than student's home or school site. No special equipment needed, our services are direct instruction all material needed can be furnished (i.e pencil, paper etc.) workbooks and worksheets will be provided for the student.

## PROVIDER SERVICES

- How will the provider ensure that content and instruction are consistent with the content used by and instruction provided by the OUSD and aligned with California state standards?  
Initial assessment of students will locate the math or reading content areas and key standards that Access to Learning tutoring intervention will be based on. Both the instructional materials and supplemental reading and math materials are directly aligned to California content standards. ATL's workbooks that are age appropriate will be used at the levels that correspond to assessed abilities in order to fill any educational gaps that exist before students can move forward towards grade level proficiency along the strands that are emphasized in grade level instruction. The SLP will have standards from the California Department of Education website for each appropriate grade level identified through the assessment phase of the services. Highly qualified tutors will be provided to each student. These include credentialed teachers, college graduates, undergraduate students and paraprofessionals. These tutors are trained in our program's materials, state adopted grade level texts, and a variety of instructional methods to engage learners. They are innovative instructors with the ability to assist students with continuous assessment and feedback. Our tutors deliver instruction that moves students towards maximum growth. Our workbooks directly address the content standards of work fluency, decoding, word recognition, organization and focus, comprehension and analysis of grade appropriate text, revising and evaluating strategies. English instruction, primarily based on the assessed needs of the child, and continuously monitored as the child learns, is coordinated with the appropriate standards and teaching practices at the child's level. Mathematics instruction focuses on sequential skill building in number sense, concepts and application and computations. Consequently curriculum and instruction are differentiated to meet each child's needs.
- How do you ensure that the ILP is individually tailored to each student's needs?  
Student Learning Plans are developed after an initial assessment of students which will locate the math/and or reading content areas and key standards that the intervention implemented by Access To Learning (ATL) will be based upon. Both the instructional materials and supplemental reading and math are directly aligned to California content standards.



Workbooks, educational standard based games and reading books will be used to supplement our core curriculum. These instruments of instruction are age appropriate with content of interest to students will be used at the levels that correspond to assessed abilities; in this way, any educational gaps that may exist will be addressed before students can move forward towards grade level proficiency along the strands that are being emphasized. We constantly monitor student data each month as pretest scores are reported and individual Student Learning Plans are developed based on assessed abilities and any other data provided by the LEA.

- In what content areas are providers prepared and qualified to provide support services to students as per the proposal approved by the state of California?

Access To Learning is qualified, able and approved by the CDE to provide additional academic services in Language Arts and/or Math for grades K-12<sup>th</sup>.

- What are the qualifications of the employees used to provide SES services to students?

College students that meet the NCLB paraprofessional guidelines and we employ Highly Qualified\* Teachers and Tutors. We require that our tutors have at least 60 College Units or an Associate's Degree; 2 years of experience working with students in an academic environment; and pass an in-house proficiency test before being placed with students. These tutors may be deemed Highly Qualified by possessing a combination of teaching experience, professional development, and knowledge in the subject garnered over time in the profession. Our Highly Qualified, Teachers must have: 1) a bachelor's degree, 2) full state certification or licensure, and 3) prove that they know each subject they teach. Our tutoring staff includes credentialed teachers, college graduates and highly qualified experienced tutors.

\*Highly Qualified as defined by NCLB Mandates, U.S Department of Education.

- What training, guidelines, and support do employees providing service receive? (Describe completely the content of the training received by employees providing service.)

Trainings are held annually, and all tutors are required to attend this mandatory training before any instruction is delivered. The training session is 7 hours in duration. During the Training/Orientation the District protocols will be discussed along with the compliance procedures for providing tutoring in the specific District that services will be rendered. Emphasis is placed on child abuse mandated reporting and the delivery of ATL intervention aligned with the expectations of District being contracted with. There is an overview of standards of conduct that must be followed by the tutor while employed by ATL—the following are aspects discussed attendance and punctuality, work schedule, confidential information and nondisclosure—as well as the expectations that must be fulfilled by the parents and the documentation needed to accurately track the students progress. The necessary documents are showcased and reviewed; questions and concerns are addressed by the facilitator. Tutors are then acquainted with ATL's assessment process. We utilize the Stanford Diagnostic Reading Test, 4th Edition (SDRT4) and the Stanford Diagnostic Mathematics Test, 4th Edition (SDMT4) as our assessment tools. A mock run of the pre and post test are demonstrated and tutors are shown the diagnostic constructs used in the



screening process. The STAR (Standardized Testing and Reporting) scores are discussed for tutors to understand the levels associated with these scores and how these affect the placement made by information provided by LEA. The scores from the CST and other readily available data is used in pre-determining the content subject that a student may be assessed in before contacting the parent/student and finding more current data (e.g. report card or current progress report) that captures the students forte or deficiencies in Math or Language Arts. The focus moves to aligning the instruction to content standards and writing the Student Learning Plan. Tutors are instructed on properly writing an acceptable and effective Student Learning Plan based on the score of the assessment administered and with accordance to the State Content Standards of the academic attainment grade shown via the diagnostic process. All participants are made aware that the SLP is an official document that is written in conjunction with the parents and that the results of the assessment process must be shared with the parent and the document must be signed on the second visit to the student. All subsequent sessions will be derived from the goals prescribed in the SLP and mastering these skills and constructs will be essential to the student's academic success. Once, these points have been discussed our focus will move to writing an effective, well thought-out Student Learning Plan; effectively using our instructional materials with assessed levels; building mastery at each level; and the importance of using diagnostic activities to gauge students' progress towards goal mastery. After properly writing a Student Learning Plan the concentration moves to properly alignment of instruction and instructional materials within the assessed academic level. Scaffolding techniques are discussed and various modes of instruction are explored and questions are posed for participants to answer: how to build mastery at each level and benchmark continuous progress through tutor assessment and student engagement. The importance of communication and verbal interaction with students and parents is highlighted as a catalyst to a more efficient learning environment. Building rapport with the student will bring insight to the learning style favored and open the doorway to more effective communication and foster understanding. These trainings/orientations feature demonstrations on how to use our Standards Based curriculum workbooks. Tutors are trained in effectively delivering direct instruction to a student through the use of guided reading, restatement and compare and contrast--tutors are instructed to read aloud and to pause as they must constantly evaluate their fluctuation and imagine what they are reading and to encourage their students to answer basic questions as they read to set the foundation for reading comprehension. This training session explores in-depth expected behavior when tutors deal with parents and the need for on-going communication. All tutors are made aware that instruction focuses on the lowest identified subject and that the student will receive services based on information received from the LEA. Each tutor receives a complete packet of assessments, prompts and instructions. The importance of verbal interchanges with students and parents is highlighted as being an avenue to build a healthy learning environment. Tutors are trained to deliver direct instruction to their students the following list represents some of the requirements that must be met/followed by our tutors:

Every tutor providing SES tutoring For Access To Learning (ATL):

- Must be Livescan fingerprinted by a private Livescan operator. No exceptions.
- Must have a negative chest x-ray or TB test result within the last four (4) years
- Must provide ATL with photocopy of their CA driver's license/ I.D. card & social security



card.

- Must communicate any changes in contact information, immediately to SES Coordinator.
- Must understand their role as a mandated reporter.
- Must be able to tutor 1-on-1 or in a group of up to 5 students and have enough knowledge to tutor Language Arts or Mathematics from grades Kindergarten through 12th.
- Must wear their employee credentials during tutoring sessions.
- Must comply with all posted rules and regulations when tutoring in a public facility (School site/Library/Community Center)
- Must carry their CA Identification/ Driver's License card on their person during tutoring.
- Must have an e-mail account and dependable access to the internet & check e-mail daily.
- Must contact assigned students within 72 hours, or e-mail their Coordinator of failure to contact.
- Must have access to dependable transportation.
- Must be self-motivated and organized.
- Must provide each student with his/her own designated amount of hours of tutoring; each student must initial their own calendar to track hours of service.
- Must accurately report and track hours for each of their students, and realize that if there is an overage or falsification, those hours are unpaid.
- Must notify the office immediately of any extended absences, for any reason, i.e., personal, health, family.
- Must respond within 48 hours to any phone or e-mail message. Further action may be taken, as necessary, by administration.
- Must have a minimum of 60 College/ University credits and be enrolled in a College or University pursuing a degree. (Condition of employment if candidate has not completed 60+ College/University credits)
- Should have a minimum of two years' experience working with children in an academic environment.
- Should know the developmental stages; physical, mental, and emotional for prospective students.
- Should be aware of the California State Standards for the grade(s) and subject(s) they tutor.
- Should be computer literate or willing to learn.
- Is committed to working with parents as educational partners.
- Is sensitive to the social as well as academic needs of their students.
- Is aware of the time and commitment necessary to prepare for each student/group session.
- Is willing to be trained in the use of different curriculums and learning styles.
- Is obligated to inform the office immediately when it becomes known that a student no



longer qualifies for SES tutoring.

- Is aware that falsification of hours is grounds for immediate termination.

Once the training has concluded tutors are given all of the necessary forms to track the services being delivered to the students both in a hard and a soft version for their records. They receive their badge which identifies them as a representative of Access to Learning and are required to wear to all sessions. They receive our core curriculum comprised of assessments, and workbooks to be used for instruction. All tutors are required to check-in and provide monitoring documents on a weekly basis. Access staff is available for support during business hours 8 am to 8 pm, in case that a question arises during tutoring sessions and on weekends via cell phones. Staff cell phone numbers are published in our handbook and other training materials.

- How does the provider guarantee that all provider employees are aware of child abuse reporting procedures?

The tutors that are employed by Access To Learning are made aware of child abuse reporting procedures during our mandatory training, also an acknowledgement is signed by the employees and kept in their personnel file.

- What is the delivery mode for the service and what is the maximum tutor student ratio (i.e.: 1 to 1 tutoring, small group instruction, computer-based lessons with or without a live tutor, etc.)?

We are approved and offer two modes for our tutoring services either on an individual basis (1:1) or a small group (1:5).

- Describe the general program of instruction to be provided to students including the materials to be used with the students as per the proposal approved by the state of California.

Access to Learning (Access) is dedicated to meeting both the academic and social needs of children. We have been providing tutoring services to students in and around our community—both group and individualized instruction that fits a student's learning style and specific needs. By connecting degreed professionals or certified instructors, our tutors make tutoring enjoyable because they come to the student's home, local library or community center to provide a comfortable, distraction-free environment. Access utilizes its tutors in small groups, which enables students to participate in group discussions. This feature is of particular importance to ESL/SWD students; it boosts the students' confidence and enables them to be more proactive in a classroom setting. It also encourages a more collaborative and collectivistic atmosphere and frame of mind for the students. ATL will provide services at the school site whenever possible to reach more students by being accessible to students who participate in extracurricular activities. This unique level of accessibility means that no qualifying student need go without services. Tutoring in both language arts and math can be scheduled seven days a week, depending on the restrictions of the facility being available for use. Our curriculum is directly aligned to the state standards. The goal for every student involved in our tutoring program is to achieve growth on the California Standardized Tests at the end of the academic year. Our tutors will engage, empower and motivate students towards



grade level proficiency. We utilize the Strategies to Achieve Reading Success (STARS) series workbooks, and Strategies to Achieve Mathematics Success (STAMS) series, which are directly aligned to the California test blueprints available on the California Department of Education website. These workbooks cover the content standards in both language arts and mathematics. They are a tool to engage learners with hands-on guided practice. In line with Howard Gardners' Multiple Intelligences, these materials serve to engage students into learning with an array of information suitable for different learning styles. The workbooks will be used at grade levels appropriate to the student's assessed abilities in order to fill in any educational gaps that may exist before students can move forward towards grade level objectives. Our curriculum will be supplemented by content standards derived educational games and manipulatives. In essence, the workbooks are a tool for Access to Learning educators to draw learners in who have not been successful in the classroom with a renewed exuberance for learning, thus rekindling the "torch of knowledge". Constructs being presented can be reviewed allowing students to build confidence with content standards moving towards curricular automaticity.

- For Special Education students, how will the provider ensure that supplemental services provided for the student are consistent with the student's Individualized Education Plan (IEP), there is disability access and that any accommodations necessary are made?

Yes, Access To Learning is approved by the CDE to provide services to Special Education Students. The following information details how students with special needs or accommodations will be successful in our program. Initially, a tutor will review the students' 504 Plan or IEP and determine which pretest will approximately gauge the students' academic needs. Parent input will also help to determine the testing level and testing subject for students requiring accommodations. As the child shows progress, this progress will be demonstrated to parents. Also, where allowed, there will be interaction with classroom teachers to find out if student progress is affecting their in-school learning. This kind of student-centered instruction guarantees the most progress that each student is capable of making, considering where they start and their own abilities. Since instruction will include various levels of instruction for EL and special education students in addition to students at higher levels of proficiency, we will be dealing with children each of whom learns at different rates. EL students will benefit from the Access to Learning (ATL) program and its focus on phonetic analysis, vocabulary, reading comprehension, and scanning. All students benefit from the learning that takes place in a well-structured Supplemental Educational Services program. Access to Learning is dedicated to high quality research-based educational experiences for all students. We actively recruit students who are English Language learners, special education students, and those students far below grade level. The educational methodology that has been described is entirely appropriate for special education students; Individualized instruction that works with students at their ability level and moves them as quickly as possible to new concepts along the strands that are suitable at given grade levels, is the pedagogy of special education. Nevertheless special education students may learn at a slower rate and there may be a greater need for kinesthetic education particularly in math. The students' IEP will serve as the basis and guideline for each student's instruction. If parents are unable to provide a copy of the IEP, Access to Learning will use information provided by District administrators to streamline instructional practices. The initial assessment will reveal to what extent students have reached the goals and objectives outlined in the IEP—there will be lag between a given students' last



to impact a family's view on education and help parents to better understand their child's needs. They are able to open lines of communication between the school and the home and mentor parents in ways they can help their child. If necessary a bilingual tutor will contact parents in their native language. In addition, parents are invited to observe tutoring, ask questions and learn with their child.

- What is your organization's student behavior policy and what behavior intervention strategies does your organization use?

**LEARNING ENVIROMENT:** Our tutoring sessions are to be conducive to learning free from distractions and allow students to focus on the material being discussed.

**RULES, CONSEQUENCES, and PROCEDURES:**

**Rules:**

1. Always Follow the Teacher's/Tutors Directions
2. Show Respect to Yourself and Others
3. Raise your hand to be called on to speak (when in a group setting)
4. Be Prepared to Work
5. Walk When in the Classroom/ or any other location where tutoring is taking place.

**Consequences:**

INFRACTION PER DAY	CONSEQUENCE
First Offense	Verbal Warning
Second Offense	Lose 5 minutes off of Working with manipulatives or educational games.
Third Offense	A written note sent to the students' parents making them aware of behavior issues encountered during session.
Any Subsequent Offence	Note home and note on the file. Communication with LEA with actions that have been documented up to date.
Any Behavior which significantly interferes with other's Learning	Note home followed by a call from SES Director informing of seriousness of behavior problems and danger of being dropped out of SES program. Communication with LEA of possibility of withdrawing student from SES program.
Any behavior which Endangers others	Zero tolerance; withdrawal from SES program and information sent to LEA and Parents.



## ASSESSMENT AND ACCOUNTABILITY

- What instrument does the provider currently use as a pretest and as a posttest and to monitor and assess student progress during services?

*Access To Learning implements the Stanford Diagnostic Reading Test 4th Edition (SDRT4) for Reading and Language Arts and the Stanford Diagnostic Mathematics Test 4th Edition (SDMT4) for math as our primary assessment tools for both pre and posttest published by Harcourt Brace. Access To Learning uses diagnostic activities (drills, quizzes and worksheets) to check for mastery, we require one diagnostic activity per month on each of the prescribed SLP goals, these results are recorded on a monthly progress report. We track data through the use of spreadsheets, milestone dates are recorded (start date, assessment scores, hours of service per month, tutoring schedule, location of services etc.) This information is also compiled to provide parents with a monthly progress report. Regional Coordinators are required to perform random calls to students to check for quality of services, they are required to cross check the tutor logs with approved SLP's on file, and tutors are required to submit a tutoring schedule on a monthly basis, in this manner our office staff can see patterns of lack of participation or families that may have scheduling conflicts, once these patterns are identified we provide steps to correct these issue. Also, this information is used to make randomly selected visits during the scheduled tutoring sessions, during these monitoring visits the observer makes note that the tutor is prepared to provide services by having the required materials, our curriculum and a copy of the SLP and monthly calendar must be presented upon request. After the session a "Monitoring Form" is filled out making note of the aforementioned items and a copy is signed by the tutor and the observer, the results of the visit are filed and any suggestions for improvement are forwarded to the tutor and become part of a plan for professional development.*

- To what degree do current assessment measures used by the provider reflect California state content standards?

*The Stanford Diagnostic Test 4th Edition is a widely researched standardized achievement test that is criterion-referenced, addresses both mathematics and English Language Arts (ELA), is of high technical quality and is aligned with the California content standards and has been developed in accordance with the standards for validity and reliability as set forth in Standards for Educational and Psychological Testing (1999).*

- Local education agencies are required to develop contracts that provide for the termination of agreements with supplemental service providers if the provider is unable to meet the goals or timelines of the agreement. How will the provider ensure that timelines are being met and that students are making sufficient progress toward learning goals? What does the provider currently include as a "guarantee" to consumers of the effectiveness of their service?

*Access To Learning (ATL) will closely track and monitor the progress of our SES students. We monitor student progress by implementing our pre-test assessment, post-test assessment and constant tutor evaluation through diagnostic activities to check for goal mastery. Another evaluation tools is the attendance rosters, Access tutors will provide monthly tutor logs that*



specify student information, type of service provided, specific content standards addressed during the tutoring period and student progress within a session gauged by diagnostic activities. This information is also compiled to provide parents with a monthly progress report. Coordinators are required to perform random calls to students to check for quality of services, they are required to cross check the tutor logs with approved SLP's on file, and tutors are required to submit a tutoring schedule on a monthly basis. This information is used to make randomly selected visits during the scheduled tutoring sessions, during these monitoring visits the observer makes note that the tutor is prepared to provide services by having the required materials, our curriculum and a copy of the SLP and monthly calendar must be presented upon request. After the session a "Monitoring Form" is filled out making note of the aforementioned items and a copy is signed by the tutor and the observer, the results of the visit are filed and Access To Learning, Submitted on any suggestions for improvement are forwarded to the tutor and become part of a plan for professional development.

## COMMUNICATION

- In addition to the required Attendance/Progress Reports after each 15 hours of service, how will the provider regularly evaluate student progress and report student progress to the parent?

Tutors are required to gauge student progress through the use of diagnostic activities which are reported on a monthly basis through the student's Monthly calendar and a progress report which will report formative results with regards to the progress the student has attained in our intervention program. A monthly progress report is sent to the parents and to the LEA and at the conclusion of our services a summative report will be sent to the school which will contain pre-test and post-test score, dates and hours of attendance. These reports will be sent to the students' home address on file and the school the student attends to be placed in their cumulative academic folder. We will await further instruction from the LEA as to where these reports should be sent to or if the frequency needs to be modified.

- How does the provider monitor and report student attendance? What is the planned parent outreach if students fail to attend or participate in services? What procedures will be in place to notify parents, the school, and the OUSD SES Office if students fail to attend?

We track data through the use of spreadsheets, milestone dates are recorded (start date, assessment scores, hours of service per month, tutoring schedule, location of services etc.) This information is also compiled to provide parents with a monthly progress report. Regional Coordinators are required to perform random calls to students to check for quality of services, they are required to cross check the tutor logs with approved SLP's on file, and tutors are required to submit a tutoring schedule on a monthly basis, in this manner our office staff can see patterns of lack of participation or families that may have scheduling conflicts, once these patterns are identified we provide steps to correct these issue. If a pattern of non-participation or lack of attendance is uncovered we first speak to the tutor to rule out scheduling conflicts, after we contact the family and offer alternative scheduling; location of service (library vs. home) as we progress through our protocols the LEA will be informed of the reason why a student attendance may be sporadic and the steps that have been implemented to remedy the situation. Parents are made aware that we have a policy for non-attendance after 3 missed sessions the student may be dropped in this case the LEA will already be informed of the steps



taken to remedy the situation and why the student may be dropped from the program. Also, this information is used to make randomly selected visits during the scheduled tutoring sessions, during these monitoring visits the observer makes note that the tutor is prepared to provide services by having the required materials, our curriculum and a copy of the SLP and monthly calendar must be presented upon request. After the session a "Monitoring Form" is filled out making note of the aforementioned items and a copy is signed by the tutor and the observer, the results of the visit are filed and any suggestions for improvement are forwarded to the tutor and become part of a plan for professional development.

- How will provider communicate the required complaint procedures to parents? (Copies of these procedures as well as Child Abuse and Missing Children Reporting Procedures were to be submitted to OUSD during contract process.)

ATL will explain all of the compliance procedures to the parents in the initial meeting with families and has developed an appropriate parental sign off form to assure that there is understanding of these procedures. In the event of a situation where a parent may have an issue or complaint, ATL has a hierarchy in place to deal with issues in-house and will keep LEA Administration abreast of such issues. Also, throughout the academic year we complete required self-audits; timelines and reports of attempts to contact families. We will continue to use these reports as tools to monitor our enrollment and attendance. At the time of initial contact with the families, the parents will be given a form with contact numbers and complaint procedures for Access to Learning. Parents will be instructed that they are free to call at any time and for any reason. We have a hierarchy in-house to handle and resolve complaints. In the event that a complaint needs the attention of LEA Administration/Staff our District Coordinator will inform the parties. Copies of these forms are included in our Training Manual.

Prepared by SES Provider: Felix Trevino

Signature: \_\_\_\_\_

Date: 8/15/11

Approved by: (OUSD/SES) Susana Ramirez

Signature: \_\_\_\_\_

Date: 12/13/11



# **EXHIBIT B**









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/10/2011

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> Lic 0G00732 C.A. Bridge & Associates Insurance Services 1800 Century Park East, Ste 600  Los Angeles CA 90067-	<b>CONTACT NAME:</b> Carol Bridge <b>PHONE (A/C, No, Ext):</b> (310) 791-4880 <b>FAX (A/C, No):</b> (310) 791-4883 <b>E-MAIL ADDRESS:</b> carol@cabridgeins.com <b>PRODUCER CUSTOMER ID #:</b> Access to Learning, LLC
	<b>INSURER(S) AFFORDING COVERAGE</b>
<b>INSURED</b> Access to Learning, LLC 2323 West Pico Blvd.  Los Angeles CA 90006-	<b>INSURER A:</b> Underwriter at Lloyds of London 15790
	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				/ /	/ /	EACH OCCURRENCE	\$
					/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
					/ /	/ /	MED EXP (Any one person)	\$
					/ /	/ /	PERSONAL & ADV INJURY	\$
					/ /	/ /	GENERAL AGGREGATE	\$
					/ /	/ /	PRODUCTS - COMP/OP AGG	\$
					/ /	/ /		\$
	<b>AUTOMOBILE LIABILITY</b> <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)	\$
					/ /	/ /		\$
					/ /	/ /		\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DEDUCTIBLE RETENTION \$				/ /	/ /	EACH OCCURRENCE	\$
					/ /	/ /	AGGREGATE	\$
					/ /	/ /		\$
					/ /	/ /		\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				/ /	/ /	WC STATUTORY LIMITS	OTHER
					/ /	/ /	E.L. EACH ACCIDENT	\$
					/ /	/ /	E.L. DISEASE - EA EMPLOYEE	\$
					/ /	/ /	E.L. DISEASE - POLICY LIMIT	\$
<b>A</b>	<b>Sexual Misconduct Claims Made Form</b>			452540	05/03/2011	05/03/2012	Each Insured Event/Aggr.	1,000,000
					/ /	/ /	SIR-Any One Victim	10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Evidence of Coverage only.

<b>CERTIFICATE HOLDER</b>  ( ) - ( ) -  Oakland Unified School District 2111 International Boulevard Oakland, CA 94606	<b>CANCELLATION</b>  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  
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IEP and the Access to Learning intervention. Instruction will continue along the lines indicated both by the IEP and this assessment.

Specific Accommodations:

- IEP or Section 504 Plan will be used to determine learning plan goals.
- Tutors are specifically trained in working with SWD at a variety of levels.
- Curriculum, which is excellent in emphasizing basic skills development, can be implemented at a variety of levels.
- Parent and teacher input is highly encouraged.

- For English Learner students, how will the provider ensure that there is primary language support provided for the student?

Yes, Access To Learning (ATL) is approved by the CDE to provide services to English Language Learners. The following details how Access will provide meaningful support to ELL students; All students benefit from the learning that takes place in a well-structured Supplemental Educational Services program. Access to Learning is dedicated to high quality research-based educational experiences for all students. We actively recruit students who are English Language learners, special education students, and those students far below grade level. Teachers/tutors employed for the proposed SES Program will be bi-lingual and hand selected to reflect the cultural diversity of the student population. The SES programs will be culturally appropriate to respect diversity and parent forms will be offered in Spanish and English. Bilingual tutors will be used in cases where EL students require primary language support. Highly qualified teachers will be provided to each student who applies for small group instruction. The tutoring staff includes over 300 educators including credentialed teachers and over 175 experienced bilingual tutors, who are available to help children in several languages including Spanish, Korean, and Armenian. Because a large number of our students will be ELL students, below basic and far below basic in English proficiency, we will be using as the primary assessment instrument the Stanford Diagnostic Reading Test 4th Edition (SDRT4) to forecast student achievement. This will pinpoint specific weaknesses in core English and mathematics content skills that our tutors can address, allowing them to choose materials appropriate to the individual child's assessed abilities. Our program directly address the content standards of word fluency, decoding, word recognition, organization and focus, comprehension and analysis of grade appropriate text, revising and evaluating strategies. These are essential concepts for ELL students. Students with special needs also greatly benefit from the hands-on break down of instructional materials. Understanding the importance of reading with children, especially those who are learning English is essential to their academic success, thus Access to Learning tutors are able to give the students one-on-one feedback on reading and decoding by reading with each child. Tutors also work with students to verbalize ideas by talking with them about books they are reading, vocabulary in texts, and comprehension. Books that are culturally relevant and give value to the student's own life experiences are used. Books are introduced from many curricular elements that support content areas in mathematics, history and science. The pacing is directly aligned to skills from the pretest and therefore is differentiated to EL needs. In the area of Mathematics workbooks directly address the content standards of numbers sense 1 and 2, statistics, data analysis and probability, algebra and function and geometric thinking. Math instruction is designed to meet the learner at their individualized level and work towards mathematical growth. Parents are brought into the educational process. Access to Learning tutors act as mediators for the educational process for parents. Through their reporting visits, they are able



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

### POLICY CHANGE

This endorsement changes the policy effective on the Inception Date of the policy unless another date is indicated below:

**Policy Number:** 72 SBA AI6023 DX COPY

**Named Insured and Mailing Address;** ACCESS TO LEARNING, LLC  
2323 W. PICO BLVD  
LOS ANGELES CA 90006

**Policy Change Effective Date:** 08/10/11 **Effective hour is the same as stated in the Declarations Page of the Policy.**

**Policy Change Number:** 016

**Agent Name:** C A BRIDGE & ASSOCS INS SRVCS/PHS  
**Code:** 253685

**POLICY CHANGES:**

SENTINEL INSURANCE COMPANY, LIMITED

ANY CHANGES IN YOUR PREMIUM WILL BE REFLECTED IN YOUR NEXT BILLING STATEMENT.

THIS IS NOT A BILL.

NO PREMIUM DUE AS OF POLICY CHANGE EFFECTIVE DATE

FORM NUMBERS OF ENDORSEMENTS REVISED AT ENDORSEMENT ISSUE:

IH12001185 ADDITIONAL INSURED - PERSON-ORGANIZATION

PRO RATA FACTOR: 0.734

THIS ENDORSEMENT DOES NOT CHANGE THE POLICY EXCEPT AS SHOWN.

**Form SS 12 11 04 05 T**  
**Process Date:** 08/10/11

**Page** 001

**Policy Effective Date:** 04/28/11  
**Policy Expiration Date:** 04/28/12

UW COPY

24382  
\*0100072AI60232612



POLICY NUMBER: 72 SBA AI6023



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

ADDITIONAL INSURED - PERSON-ORGANIZATION

Oakland Unified School District  
2111 International Boulevard  
Oakland, CA 94606

Form IH 12 00 11 85 T SEC. NO. 003 Printed in U.S.A. Page 001 (CONTINUED ON NEXT PAGE)

Process Date: 08/10/11

Expiration Date: 04/28/12

UW COPY

# **EXHIBIT C**





38713 TIERRA SUBIDA #200-234  
PALMDALE, CA 93551

Toll Free 888.897.9987 FAX 213.533.2368

[www.tutoringaccess.com](http://www.tutoringaccess.com)

**Fingerprinting/Criminal Background Investigation**

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.

**Tuberculosis Screening**

CONTRACTOR certifies that TB Clearance is on file for each Employee who may have contact with OUSD pupils in the course of providing services pursuant to this Agreement.

CONTRACTOR Representative, Signature

Date

Felix Trevino, Executive Director

CONTRACTOR Representative, Title

**"Igniting the Torch of Knowledge"**



38713 TIERRA SUBIDA #200-234  
PALMDALE, CA 93551

Toll Free 888.897.9987 FAX 213.533.2368

[www.tutoringaccess.com](http://www.tutoringaccess.com)

PERSONNEL CLEARANCE STATEMENT  
Oakland Unified School District

I, Felix Trevino, am an authorized representative of Access to Learning. I hereby certify under penalty of perjury, that, pursuant to Education Code Section 44237 of the California Education Code, the required criminal background check(s) of **all** persons (including staff, volunteers and anyone who will be in contact with program participants) who will be providing services to the OAKLAND UNIFIED SCHOOL DISTRICT has been conducted and that none of those persons listed below have been reported by the California Department of Justice (CDOJ) and the Federal Bureau of Investigation (FBI) as having been convicted of a serious or violent felony as specified in Penal Code Section 667.5(c) and/or 1192.7(c).

I further certify that the below named individuals have been cleared by medical personnel as not being a carrier of contagious TB.

The persons listed below are currently active employees of a public school district and have submitted to and received a fingerprint clearance in order to be employed with the respective school district.

Full Name \_\_\_\_\_ School District \_\_\_\_\_ Employee # \_\_\_\_\_

The persons listed below are currently not active employees of a public school district, not public school employees, and/or volunteers and have submitted to and received a fingerprint clearance by the CDOJ and FBI.

Employee Full Name (Print) \_\_\_\_\_

**Felix Trevino**                      **Yasmin Cabrera**                      **Melissa Cabrera**  
**Sergio Ramirez**                      **Alejandra Valenzuela**

Volunteer Full Name (Print) \_\_\_\_\_

I agree to keep this list current and to submit an addendum if/when changes occur and/or additional personnel are added. I understand that if, at any time, I use a substitute for any personnel on the list, the stipulations hold true for them as well. I further agree to prepare a new Personnel Clearance Statement on an annual basis.

  
\_\_\_\_\_  
Signature, Authorized Representative

Felix Trevino  
\_\_\_\_\_  
Name (Print)

8/12/11  
\_\_\_\_\_  
Date

**"Igniting the Torch of Knowledge"**



# **EXHIBIT D**





# INSERT ORGANIZATION'S LETTERHEAD HERE

To: OUSD Supplemental Educational Services (SES) Office  
 ATTN: Joaquín García/Susana Ramírez, Director  
 2111 International Boulevard, Room 11, Oakland, CA 94606  
 510-434-7770 x225 phone; 510-434-7772 fax

Pay to:		Vendor No.:	
Address:		Contact Person:	
Phone:		Title:	
Fax:		Billing Period:	
Contract/PO No.:		Requisition No.:	
Org Key/Account Code:	998-4856-201	Funding Source:	Title I - SES

School Site(s):	
-----------------	--

**Detailed Description of Services Performed:**

**Expenditures**

Provided After School tutoring services for students who attend the school sites named above. Tutoring is provided for Mathematics or English Language Arts for students who are eligible for Supplemental Educational Services under No Child Left Behind. <b>Please DO NOT list student names on this invoice.</b>	
<b>FORMAT: Tutored X students for Y hours at an hourly rate of Z dollars per hour</b>	
▪	
▪	
▪	
▪	
▪	
▪	
<b>TOTAL AMOUNT</b>	

I certify that the included expenditures are in compliance with the SES guidelines.\*\*

\_\_\_\_\_  
 Signature and Title of Agency Representative

\_\_\_\_\_  
 Date

APPROVED that the services described above have been completed in a satisfactory manner and I have received all required reports. I also certify that the contractor's service invoice(s) do not exceed the approved MOU dollar amount.

\_\_\_\_\_  
 Signature of OUSD Director of State and Federal Compliance

\_\_\_\_\_  
 Date

**\*\* An SES Attendance Spreadsheet verifying the information above must be submitted to the SES office in order to process this invoice.**



## MEMORANDUM OF UNDERSTANDING ROUTING FORM 2011-2012

### Basic Directions

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

1. Contractor and OUSD Administrator reach agreement about scope of work and compensation.
2. Contractor and OUSD Administrator agreed upon terms are reflected in the Memorandum of Understanding.
3. OUSD Administrator verifies contractor does not appear on the Excluded Parties List (<https://www.epls.gov/epls/search.do>)
4. OUSD contract originator creates the requisition on IFAS.
5. Within 2 weeks of creating the requisition, the OUSD Administrator submits completed MOU packet to Legal for approval.

### Agency Information

Agency Name	Access To Learning	Agency's Contact Person	William Argueta
Street Address	2323 W. Pico Blvd.	Title	SES Provider
City	Los Angeles	Telephone	(888) 897-9987
State	CA	Zip Code	90006
		Email	w.argueta@tutoringaccess.com
OUSD Vendor Number	I005515		
Attachments	<input type="checkbox"/> Proof of general liability and workers' compensation insurance <input type="checkbox"/> Statement of qualifications <input type="checkbox"/> Program Planning Tool and Budget <input type="checkbox"/> Printout showing this vendor does not appear on the Excluded Parties List. ( <a href="http://www.epls.gov/epls/search.do">www.epls.gov/epls/search.do</a> )		

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

Anticipated Start Date	12/14/2011	Date work will end	06/16/2012	Total Contract Amount	\$4,193.76
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### Budget Information

Resource #	Resource Name	Org Key #	Object Code	Amount	Req. #
3010	Title I - SES	9984856201	5825	\$4,193.76	R0202300
			5825	\$	
			5825	\$	
			5825	\$	

### OUSD Contract Originator Information

Name of OUSD Contact	Susana Ramirez	Email	susana.ramirez@ousd.k12.ca.us		
Telephone	(510) 879-8334	Fax	(510) 836-9717		
Site/Dept. Name	State & Federal Compliance	After School Program Enrollment Grades	K	through	12

### 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.epls.gov/epls/search.do>)

Please sign under the appropriate column.	Approved	Denied – Reason	Date
1. Site Administrator			11/28/11
2. Oakland After School Programs Office			
3. Network or Executive Officer			
4. Cabinet (CAO, CCO, CFO, CSO, Asst Sup)			11/28/11
5. Board of Education or Superintendent			
Procurement	Date Received		