

San Mateo-Foster City School District
1170 Chess Drive, Foster City, CA 94404

Consultant Services Agreement

The undersigned agrees to provide the following services to the San Mateo-Foster City School District in accordance with the terms and conditions below.

Site Name and Address: San Mateo - Foster City School District

Description of Services (must be completed with detail attached): Provide Family Engagement Services including Family Engagement Learning Institutes, Technical Assistance & Coaching with Schools, Teacher Training, Parent Education and District Support.

See attached Scope of Work.

Please attach justification and detailed backup. Complete form in its entirety.

All approvals must be submitted prior to services being rendered or payment may be delayed or denied.

Date(s) of Service: School/Fiscal Year: 2018-2019 AND Dates from 9/1/2018 thru 6/30/2019 inclusive.

Past or current employee of the District?

Yes ☐

No ☒

Unsupervised consultants in direct contact with students must obtain Livescan clearance BEFORE services are rendered.

Consultant Fee: _____ days or hours (circle one) \$ _____ per day or hour (circle one) = \$ _____

See attached Scope of Work for details

Other Expenses (Estimated) \$ _____

TOTAL COST OF SERVICES (Not to exceed) 72,800.00

Relationship of Parties—It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent Consultant. This agreement is subject to the applicable laws and regulations of the State of California, California State Board of Education and the San Mateo-Foster School District. Such laws and regulations are hereby made part of the terms and conditions of this agreement as though expressly set forth herein.

Indemnification and Insurance—Consultant agrees to hold the Superintendent, his/her officers and employees, harmless from any damage or injuries, which occur to persons or property as a result of the Consultant's activities pursuant to this Agreement, and to defend and indemnify same.

Non-Assignability—Consultant shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the Superintendent or his/her designee; and any attempted assignment without such prior written consent in violation of this section automatically shall terminate this Agreement.

Acceptance—Payment to Consultant is contingent on approval by Superintendent, or his/her designee, of the service(s) provided by the Consultant. Have you ever been a member of PERB or STRS? Yes ☐ No ☒ If yes, complete a Self-Certification form (available from HR)

Company Name: High Expectations Parental Service Consultant Name: Teneh Weller

Federal Tax ID or Social Security Number: 27-0903541 Phone: (510) 922-8606 Date: 08/31/2018

Address: 333 Hasenberger Rd. #306

City, State, Zip: Oakland, CA 94621 Signature: Teneh Weller

The San Mateo-Foster City School District hereby agrees to contract with the above-named Consultant under the terms stated. Reimbursement will be for actual days/hours of service and service-connected expenses, not to exceed the stated total cost of services.

FOR SAN MATEO-FOSTER CITY SCHOOL DISTRICT USE ONLY:

Signature of Principal _____ Date _____

Signature of Program Manager _____ Date 9/4/18

Signature of Business Office Administrator _____ Date _____

Signature of Human Resource Administrator _____ Date _____

Livescan Required? ☐ Clearance Date _____

Budget Code 01-0118-1-0000-2495-5802

071-E007

White: Business Office (AP)

Yellow: Human Resources

Pink: HR sends back to School or Department

Goldend: Originator

Rev 10/2017

San Mateo Foster City School District

High Expectations Parental Service

2018-2019 Proposed Scope of Work

Audience	Scope of Work	Details	Fee
<p>Target audience: principal, teachers, family engagement staff, parents, and possibly high school students and community partners</p>	<p>Two-day Family Engagement Learning Institute</p> <p>The Family Engagement Learning Institute (FELI) is a 2-day training for school Family Engagement Teams. The Family Engagement Team assists with assessing present family engagement practices, implementing activities, evaluating next steps and continuing to improve and coordinate practices for all types of family engagement.</p> <p>Each school's Team (made up of a school Administrator, 1-2 teachers and/or other staff, 2-3 parents, students in high schools, and the family liaison) builds the capacity of the school to sustain effective family engagement practices. This Team could be a committee of the PTA, a subcommittee of the SSC, the school improvement team, or a group that may already exist that helps out with parent activities, but just hasn't been formalized yet.</p> <p>Program Outcomes:</p> <ul style="list-style-type: none"> Teams will have the capacity to develop family engagement action plans in the future as their school data changes. Teams will understand how to evaluate their family engagement activities to determine their impact on climate and culture, student achievement, and family engagement. The school Principal, teachers, and families will understand how to support strong family partnerships at the school site. 	<p>Scope Includes:</p> <ul style="list-style-type: none"> Facilitation of the registration process for participating schools. This includes all correspondence, materials, and implementation support associated with registration. Skilled and knowledgeable facilitators to guide schools through the development of their family engagement action plans. Production and delivery of all materials, tools and resources. A light breakfast, lunch and afternoon snack. Post-FELI evaluation with results provided to the Client. <p>6 Schools in 2018-19 Cohort:</p> <ul style="list-style-type: none"> Bayside Academy (K-8) Borel Middle School Abbott Middle School Bowditch Middle School Meadow Heights Elementary School Sunnybrae Elementary School <p>Fee based on \$3600 per school x 3 schools [CDE Foundation provides funding for 3 schools]</p>	\$10800

San Mateo Foster City School District

High Expectations Parental Service

2018-2019 Proposed Scope of Work

Audience	Scope of Work	Details	Fee
<p>Target audience: principal, teachers, family engagement staff, parents, and possibly high school students and community partners</p>	<p>Technical Assistance/Coaching with Schools (New Cohort) As a follow-up to the Family Engagement Learning Institute (FELI) in September, High Expectations will provide support to school family engagement teams to ensure the quality implementation of their family engagement action plans.</p> <p>Program Outcomes:</p> <ul style="list-style-type: none"> School teams will understand how to link the evidence based practices learned at FELI to their school family engagement plan. School teams will understand how to successfully implement and evaluate their family engagement activities. School teams will understand how to align their family engagement activities to their school achievement goals. School teams will understand how to integrate their family engagement team into their overall school structure. School teams will understand how to function effectively as a team. 	<p>Per School Scope Includes:</p> <ul style="list-style-type: none"> One 2-hour post-FELI meetings to finalize family engagement plan for the year (October 2018) Two 1-hour mid-year check-ins to offer Implementation support and training (February, April 2018) One 3-hour "all school" end-of-year meeting to present outcomes, evaluate family engagement practices and prepare plan for following year (May 2018) <p>Fee based on \$3200 per school x 9 schools</p> <p>6 Schools in 2018-19 Cohort:</p> <ul style="list-style-type: none"> Bayside Academy (K-8) Borel Middle School Abbott Middle School Bowditch Middle School Meadow Heights Elementary School Sunnybrae Elementary School <p>3 Schools from 2017-18 Cohort:</p> <ul style="list-style-type: none"> Laurel Elementary School LEAD Elementary School Fiesta Gardens Elementary 	\$28,800

San Mateo Foster City School District

High Expectations Parental Service

2018-2019 Proposed Scope of Work

Audience	Scope of Work	Details	Fee
<p>Target audience: principal, teachers, family engagement staff, parents, and possibly high school students and community partners</p>	<p>Technical Assistance/Coaching with Schools (Returning Cohort) As a follow-up to the Family Engagement Learning Institute (FELI) in September, High Expectations will provide support to school family engagement teams to ensure the quality implementation of their family engagement action plans.</p> <p>Program Outcomes:</p> <ul style="list-style-type: none"> School teams will understand how to link the evidence based practices learned at FELI to their school family engagement plan. School teams will understand how to successfully implement and evaluate their family engagement activities. School teams will understand how to align their family engagement activities to their school achievement goals. School teams will understand how to integrate their family engagement team into their overall school structure. School teams will understand how to function effectively as a team. 	<p>Per School Scope Includes:</p> <ul style="list-style-type: none"> One 2-hour post-FELI meetings to finalize family engagement plan for the year (October 2018) One 1-hour mid-year check-ins to offer implementation support and training (February 2018) One 3-hour "all school" end-of-year meeting to present outcomes, evaluate family engagement practices and prepare plan for following year (May 2018) <p>Fee based on \$2400 per school x 3 schools</p> <p>3 Schools from 2017-18 Cohort:</p> <ul style="list-style-type: none"> Beresford Elementary School San Mateo PARK Elementary School Highlands Elementary 	<p>\$7200</p>

San Mateo Foster City School District
High Expectations Parental Service
2018-2019 Proposed Scope of Work

Audience	Scope of Work	Details	Fee
<p>Target audience:</p> <p>Classroom teachers from schools that participated in the Family Engagement Learning Institute</p>	<p>School-Site Teacher Capacity Building: 2-hr Teacher Training</p> <p>High Expectations Parental Service will offer family engagement professional development for the teachers and staff at the school site. The trainings will equip teachers and staff with the skills, tools, and resources needed to build positive relationships with families, particularly with those who have been traditionally disengaged.</p> <p>Program Outcomes:</p> <ul style="list-style-type: none"> Participants will understand how to engage families during Back-To-School Night or during Parent-Teacher Conferences in ways that lead to increased learning at home and improved home-school relationships. 	<p>Scope Includes:</p> <ul style="list-style-type: none"> Facilitation of one 2-hour training for teachers and staff at one school site All materials, tools and resources Post-Training evaluation results provided to District Leaders <p>\$1200 per school</p> <p>6 Schools In 2018-19 Cohort:</p> <ul style="list-style-type: none"> Bayside Academy (K-8) Borel Middle School Abbott Middle School Bowditch Middle School Meadow Heights Elementary School Sunnybrae Elementary School <p>3 Schools from 2017-18 Cohort:</p> <ul style="list-style-type: none"> Laurel Elementary School LEAD Elementary School Fiesta Gardens Elementary 	<p>\$10,800</p>
<p>Target audience:</p> <p>40-60 parents</p>	<p>"I Am Here and Ready for College" Parent Education Series</p> <p>"I Am Here and Ready for College" is our 7-week parent education program, designed for parents of children in grades 6-12. We will tailor our content to meet the needs of 6th grade families. Classes occur once a week for two hours per week and will be offered in both Spanish and English. In this program, parents are given the tools, support and resources needed to ensure the academic and social success of their child.</p> <p>Program Outcomes:</p> <ul style="list-style-type: none"> Participants have increased expectations for their child's academic success. Participants are more equipped to support the social and emotional development of their child. 	<p>Scope Includes:</p> <ul style="list-style-type: none"> Facilitator and all participant materials for program series. (7-weeks/2-hours per week). Each series is for 20-30 parents. Recruitment materials provided. <p>Fee based on \$6000 per workshop series x 2 series (English and Spanish)</p>	<p>\$12,000</p>

San Mateo Foster City School District
 High Expectations Parental Service
 2018-2019 Proposed Scope of Work

Audience	Scope of Work	Details	Fee
	<ul style="list-style-type: none"> Participants are more equipped and empowered to support their child in the areas of academics, behavior and attendance, both at home and at school. Participants feel comfortable advocating for their child to ensure academic and social success in school. Participants feel comfortable initiating communication with the school to address issues of academic achievement. Participants increase quality of out-of-school learning time. 	<p><i>The workshop fee does not include the cost of food and both should be provided. Childcare may be needed as well.</i></p>	
Target audience: District Leadership, School Board Members, Superintendent	<p>District Strategic Planning, Program Development, Implementation Support</p> <p>High Expectations will provide capacity building and support to SMFC District Leaders.</p> <p>Program Outcomes:</p> <ul style="list-style-type: none"> Provide District Leaders with the tools and strategies needed to support integrated and sustainable family engagement practices at the district and school-site level. Offer tools to develop and facilitate high functioning family engagement teams. Equip Network participants to identify and secure tools and resources that support effective family school partnerships. Equip Network participants with the skills, tools and resources to build the capacity of school sites to assess family engagement practices, implement activities, evaluate next steps and continue to improve and coordinate practices for all types of family engagement. 	<ul style="list-style-type: none"> Eight hours of strategic planning sessions with District Leaders to support program development and implementation Includes meeting and preparation time 	\$3200