



Exhibit A - Scope of Work

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Our Mission is to cultivate **HAPPY, THRIVING**, and **STRESS-FREE** schools, cities and organizations through designing and facilitating custom tailored training and consulting solutions on Conflict Resolution, Diversity and Equity, Restorative Practices and Professional Development.

We're Trusted & Proven To Make A Difference



Jefferson Elementary
School District



Jefferson Union High
School District



Fremont Unified
School District



Gilroy Unified
School District



Hayward Unified
School District



Milpitas Unified School
District



Pacifica School
District



Language Academy of
Sacramento



OAKLAND UNIFIED
SCHOOL DISTRICT
Community Schools, Thriving Students

Oakland Unified
School District



San Jose Unified
School District



Fremont Unified
School District



Tamalpais Union High
School District



Bayshore School
District



Aspire Public Schools



Making Waves
Academy



West Valley-Mission
Community College
District



University of
California, Davis



University of
California, Berkeley



University of California
San Francisco



University of California
San Francisco

[Learn more about CircleUp Education and our trainers HERE](#)

GUSD School Climate Support

CircleUp Education's team will build on the services delivered during the **2018/2019 school year** to deliver a wide variety of targeted solutions that reflect each school's needs. Based on initial assessments, CircleUp Education's team will identify conflict prevention, conflict resolution, diversity and inclusion, and staff relationship building support services that are unique to each school's needs.

[Learn More About Services We Can Provide By Checking Out This Presentation!](https://docs.google.com/presentation/d/13YMo0E0u_llop34Nqi3T_m2_gL-t0-KXZ-pL60xah9c/edit?usp=sharing)

https://docs.google.com/presentation/d/13YMo0E0u_llop34Nqi3T_m2_gL-t0-KXZ-pL60xah9c/edit?usp=sharing

Proposed Services For 2019/2020

2019/2020 School Year

CircleUp Education will provide the following services for:

- *Christopher High School*
- *Ascencion Solorsano Middle School*
- *Brownell Middle School*
- *South Valley Middle School*
- *Rod Kelley Elementary*
- *Las Animas Elementary School*

1. Conduct Three School Climate Surveys data analysis reports

- We will conduct the first school climate survey at the end of September, the second at beginning of January, and the last one in May.
- We will conduct a ***Climate Comparison Report*** in October, February, and May. We use these reports to assess the impact that our targeted work has had on specific climate climate issues. This information allows us to regroup and improve our work based on this feedback.
 - We will meet with school leadership and administrators to assess the data and get feedback on how we can make improvements.

2. Provide Diversity, Inclusion, Conflict Prevention and Conflict Resolution support

- CircleUp Education will facilitate a **minimum of 3 staff trainings, leadership team trainings, or administrator workshops**. We will decided which services to provide to the school based on the ***2018/2019 school climate data reports***. We will aim to start delivering training services in August/September of 2019 and will collaborate closely with administrators and school leadership teams to ensure we are meeting their needs.
- CircleUp Education may also provide social emotional learning support skills, conflict resolution practices, conflict mediation skills, preventative classroom management skills or inclusive classroom habits and behaviors skills for staff and students.
- The training dates will be decided with support from district and school administrators.
- **Click on the link below to view some of the training services that we offer.**

- https://docs.google.com/presentation/d/13YMo0E0u_llop34Nqi3T_m2_gL-t0-KXZ-pL60xah9c/edit?usp=sharing

3. Provide coaching and consulting support for staff

- Many schools are currently implementing school climate initiatives and programs that may need some refinement and modifications to better address staff and student needs. Our team will support staff in identifying solutions to issues that may have arisen within these initiatives.
- There may be policies, systems or practices that are not adequately serving staff and students at the school sites. We will assess the breakdowns in these systems and work closely with administrators and school leadership to identify and put into place solutions.
- Each site will receive approximately **3-5 in-person or phone/video coaching sessions**. The number of sessions may vary as we may allocate funds for coaching toward additional training or move training funds over to do move coaching depending on each school's specific needs.

4. Staff Climate Support

- Staff play a critical role in creating and maintaining school climate. We will take a close look at staff self-care practices, relationships, conflict resolution strategies and overall cohesion and provide tools and practices that address these concerns and can simultaneously support both relationships with students and classroom climate.

Proposed Cost For 2019/2020 Services

The cost below include **all of the services listed above** for each school are estimated based on the staff size and potential needs that each school will have.

Name	Price	Subtotal
UPDATED SERVICES - July 11th, 2019		
<p>The Diversity Uncovered™ Training & Diversity Uncovered Assessment</p> <p><u>Training Description</u></p> <p>The Diversity Uncovered™ is the perfect interactive introduction to Diversity, inclusion and equity education for organizations. This training is designed to take participants on a journey to develop a common language to identify and address challenges related to prejudice and discrimination in their workplace. During the training, participants will:</p> <ul style="list-style-type: none"> Relationship Building for staff to start off the school year getting to know one another more deeply. Reflect on the tension and awkwardness surrounding fears, reservations and concerns associated with conversations about prejudice, discrimination and inequities in the workplace. Develop common language and understanding of diversity, inclusion, and equity key terms and concepts in order to prevent misunderstandings and conflict Deeply explore implicit bias and microaggressions that show up in their unique workplace. Develop an awareness of the difference between <i>conscious and intentional discrimination</i> versus <i>unconscious and unintentional discrimination</i>. Exploring how managers can use their privilege to promote equity or fairness in their departments or schools. <p>Logistics</p> <ul style="list-style-type: none"> 50-55 participants location will be at Christopher High School Cafeteria Training - 3.5 hours from 8:30am to 12:00pm We will bring a screen and projector and a sound system as a backup 	\$4,580.00	\$4,580.00

Las Animas Elementary School

Recommended Services

\$17,500.00

\$17,500.00

Needs Summary

Highlights From Initial Assessments

- Las Animas Elementary School needs support in preventing and addressing incidents of discrimination related to gender identity, gender expression and race. Staff would greatly benefit from conversation and empathy tools to discuss and process these forms of discrimination. Staff would also benefit from support to address discriminatory bias that students are learning outside of the school community that impact these social identities.
- The staff also needs support implementing both simple and complex intentional relationships building strategies that are designed to prevent discrimination through cultural awareness and empathy building.

Training & Consulting Focus Points From Climate Data

- Students treating adults with respect.
- Helping staff become more aware of their bias.
- Students experiencing discrimination from other students.
- Staff discrimination of students based on their social identities.
- Student discipline being handled "fairly" by adults.
- Conflict resolution not addressing root causes of conflicts.
- Practices to help staff address conflict internally.
- Providing tools to address conflict with two or more people at my school.

Proposed Services

Please refer to the **KEY below** to learn more about the proposed services.

Proposed Assessment Services

- A1 | School Climate Assessments
- A3 | Teacher Leader Assessment & Collaboration Sessions

Coaching & Consulting Services

- C2 | Teacher Leader Coaching & Consulting Support - Climate Teams
- C3 | One-on-one staff classroom coaching support
- C5 | Discrimination and Equity Coaching

Proposed Training Services

- T1 | The Diversity Uncovered™ Training for Schools
- T2 | The Conscious Conversations™ Training for Schools
- T4 | Potential Training 4 - Real Talk About Identities | Gender
- T5 | Potential Training 5 -Conflict Prevention Using Preventative Classroom Practices

Rod Kelley Elementary School		
<p>Recommended Services</p> <p>Needs Summary</p> <p><u>Highlights From May Assessments</u></p> <ul style="list-style-type: none"> • Rod Kelley Elementary School needs support providing tools and resources to staff that help students prevent and process emotions and trauma that impact learning and student to student interactions at school. • Rod Kelly staff also needs support in addressing discrimination between students in a way that builds empathy and understanding for cultural differences. • The staff also needs support with the transition to a new principal next year as well as exploring ways to create a more connected and supportive workplace environment that leads to a more supportive staff climate. <p><u>Training & Consulting Focus Points From Climate Data</u></p> <ul style="list-style-type: none"> • Providing emotional support for staff and students. • Addressing conscious and unconscious discrimination that staff experiences from other staff. • Addressing discrimination that students experience from staff, especially related to cultural norms and traditions, mental and learning ability, and race. • Addressing discrimination that students are experiencing from other students. <p>Proposed Services</p> <p>Please refer to the KEY below to learn more about the proposed services.</p> <p>Proposed Assessment Services</p> <ul style="list-style-type: none"> • A1 School Climate Assessments <p>Coaching & Consulting Services</p> <ul style="list-style-type: none"> • C1 Administrator Coaching and Consulting - Conflict Resolution and Discipline • C3 One-on-one staff classroom coaching support • C5 Discrimination and Equity Coaching <p>Proposed Training Services</p> <ul style="list-style-type: none"> • T1 The Diversity Uncovered™ Training for Schools - Customized • T5 Conflict Prevention Using Preventative Classroom Practices • T7 Classroom Strategies To Prevent Discrimination in Schools 	\$18,840.00	\$18,840.00

Ascencion Solorsano Middle School

Recommended Services

\$18,950.00

\$18,950.00

Needs Summary

Highlights From May 2019 Assessments

- Ascencion Solorsano Middle School staff need support with how to help teach students social emotional skills that will help address challenges related to disrespect and misunderstandings related to values and norms.
- Staff also need support with creating a safer school environment by creating alternatives for students to address conflict instead of using physical harm.
- Staff also need support with addressing and preventing conflict between staff and students and between students and their peers.

Training & Consulting Focus Points From Climate Data

- Helping to address student disrespect toward staff and other students in the classroom.
- Addressing discrimination that students experience from staff and other students especially related to race, socio-economic status, learning and mental abilities.
- Support with practices to help address the root cause of conflicts that with students so the behaviors do not repeat themselves.

Proposed Services

Please refer to the KEY below to learn more about the proposed services.

Proposed Assessment Services

- A1 | School Climate Assessments
- A2 | Student School Climate Focus Groups
- A5 | Deep Dive Into Discipline Assessment With Administrators

Coaching & Consulting Services

- C1 | Administrator Coaching and Consulting - Conflict Resolution and Discipline
- C3 | One-on-one staff classroom coaching support
- C5 | Discrimination and Equity Coaching

Proposed Training Services

- T2 | The Conscious Conversations™ Training for Schools
- T3 | Processing & Resolving Conflict Using Restorative Conversations
- T5 | Conflict Prevention Using Preventative Classroom Practices
- T6 | Designing & Guiding Incident Assessments & Mindful Meetings

Brownell Middle School

Recommended Services

\$18,950.00

\$18,950.00

Needs Summary

Highlights From Initial Assessments

- Brownell Middle School staff need support with addressing and preventing discrimination toward students that is occurring based on race, socio-economic status, cultural norms, and values that exist within the community.
- Brownell staff also need support with understanding gender, gender identity and gender expression of students and how to understand the complexities related to these identities.
- Brownell staff need support with addressing conflicts that are rooted in both intentional and unintentional discrimination that staff and students experience based on race, class, and gender at their school.

Training & Consulting Focus Points From Climate Data

- Strengthening trust and a supportive workplace environment among staff.
- Addressing and preventing disrespect that staff experience from students.
- Addressing and preventing discrimination that staff experience from other staff based on race, age, gender, and teaching style.
- Addressing and preventing discrimination that students experience related to race, mental ability, race, socio-economic status.
- Exploring conflict resolution practices that address root causes of conflict and are more likely to stop behaviors from occurring again.
- Exploring staff conflict resolution strategies and soft skills needed to support challenging staff conversations with one another.
- Exploring, addressing and preventing tension between staff.

Proposed Services

Please refer to the KEY below to learn more about the proposed services.

Proposed Assessment Services

- A1 | School Climate Assessments
- A3 | Teacher Leader Assessment & Collaboration Sessions
- A5 | Deep Dive Into Discipline Assessment With Administrators

Coaching & Consulting Services

- C1 | Administrator Coaching and Consulting - Conflict Resolution and Discipline
- C3 | One-on-one staff classroom coaching support
- C5 | Discrimination and Equity Coaching

Proposed Training Services

- T2 | The Conscious Conversations™ Training for Schools
- T3 | Processing & Resolving Conflict Using Restorative Conversations
- T5 | Conflict Prevention Using Preventative Classroom Practices
- T6 | Designing & Guiding Incident Assessments & Mindful Meetings

South Valley Middle School

Recommended Services

\$19,500.00

\$19,500.00

Needs Summary

Highlights From Initial Assessments

- South Valley Middle School needs support with transitioning in new staff next year in order to strengthen relationships and establish a supportive and collaborative workplace for the new staff.
- Staff need support in addressing discrimination that exist between staff and students and how to create more inclusive school and classroom environments.
- Staff need support with preventing and addressing discrimination between students against one another based on race, socio-economic status and gender.

Training & Consulting Focus Points From Climate Data

- Developing staff trust and a creating a supportive workplace environment.
- Creating alternatives to physical aggression for students to respond to conflicts.
- Exploring practices for staff that create more emotional support for one another and help staff process trauma.
- Addressing and preventing disrespect that students receive from staff and that staff receive from students.
- Addressing discrimination that staff experience from other staff based on race, mental ability, and values.
- Addressing discrimination that students receive from staff based on race, socio-economic status, gender, mental and learning abilities.

Proposed Services

Please refer to the KEY below to learn more about the proposed services.

Proposed Assessment Services

- A1 | School Climate Assessments
- A3 | Teacher Leader Assessment & Collaboration Sessions
- A5 | Deep Dive Into Discipline Assessment With Administrators

Coaching & Consulting Services

- C1 | Administrator Coaching and Consulting - Conflict Resolution and Discipline
- C2 | Teacher Leader Coaching & Consulting Support - Climate Teams
- C3 | One-on-one staff classroom coaching support
- C5 | Discrimination and Equity Coaching

Proposed Training Services

- T1 | The Diversity Uncovered™ Training for Schools - Customized
- T3 | Processing & Resolving Conflict Using Restorative Conversations
- T5 | Conflict Prevention Using Preventative Classroom Practices
- T6 | Designing & Guiding Incident Assessments & Mindful Meetings

Christopher High School		
<p>Recommended Services</p> <p>Needs Summary</p> <p><u>Highlights From Initial Assessments</u></p> <ul style="list-style-type: none"> Christopher High School staff need support in understanding the difference between implicit and explicit discrimination and how it impacts students based on their socio-economic status, race, and culture. Christopher High School staff also needs support with using strategies and approaches to develop more inclusive and empathetic classroom environments between students from difference socio-economic, racial and cultural backgrounds. Staff need support with creating strong relationships and enhancing inclusion and trust between staff members. <p><u>Training & Consulting Focus Points From Climate Data</u></p> <ul style="list-style-type: none"> Providing emotional support for staff. Exploring how to create more respectful student staff relationships. Addressing and preventing staff from experiencing discrimination from other staff based on age, teaching and instructional style, and cultural norms. Addressing and preventing discrimination that students receive from staff based on learning and mental ability, race, socio-economic status, and gender identity. Addressing root causes of conflict with students. Addressing tension between staff and developing skills to talk with one another about issues. <p>Proposed Services</p> <p>Please refer to the KEY below to learn more about the proposed services.</p> <p>Proposed Assessment Services</p> <ul style="list-style-type: none"> A1 School Climate Assessments A2 Student School Climate Focus Groups A3 Teacher Leader Assessment & Collaboration Sessions <p>Coaching & Consulting Services</p> <ul style="list-style-type: none"> C1 Administrator Coaching and Consulting - Conflict Resolution and Discipline C2 Teacher Leader Coaching & Consulting Support - Climate Teams C3 One-on-one staff classroom coaching support C5 Discrimination and Equity Coaching <p>Proposed Training Services</p> <ul style="list-style-type: none"> T1 The Diversity Uncovered™ Training for Schools - Customized T2 The Conscious Conversations™ Training for Schools T3 Processing & Resolving Conflict Using Restorative Conversations T6 Designing & Guiding Incident Assessments & Mindful Meetings T7 Classroom Strategies To Prevent Discrimination in Schools 	\$19,500.00	\$19,500.00
Subtotal		\$117,820.00

A1-A5 Potential Assessment Support Key	
Potential Assessment Services	
A1 School Climate Assessments	The school climate assessment happens 2-3 times a year and is designed to assess the progress that staff are making in regards to climate issues. This requires staff to fill out an online form that takes about 10-15 minutes to complete. Our team will build a climate report or comparison report and review the results with administrators and teacher leaders. We will then adjust our strategies and plans based on the feedback and results that were made.
A2 Student School Climate Focus Groups	Student focus groups allow our team to meet with samples of students to assess school climate, relationship and learning challenges, and climate needs from their perspective. The focus groups use safe spaces where students can discuss their experiences without the fear of retaliation or their experiences being linked back to them. We will produce a report that highlights the findings and use this information to adjust our support services.
A3 Teacher Leader Assessment & Collaboration Sessions	Our team will meet with teacher leader or grade level leaders to assess school climate from their perspective and to gain their support in better understanding the complexities of school culture. We will work with them to gain more in-depth information regarding issues or challenges that the staff and students are experiencing and brainstorm solutions that address the root causes of conflict and harm.
A4 Parent Support & Needs Assessments	Our team will meet with parents to learn more about school climate from their perspectives and identify areas of support that they would like to see addressed at their school. We will produce a report that summarizes their needs and use this to adjust our support strategies with the school. Parent assessments, similar to student focus groups, take place in a safe and confidential space to ensure that parents feel comfortable with sharing their experiences.
A5 Deep Dive Into Discipline Assessment With Administrators	Our team will meet with administrators to assess school climate, conflict resolution practices and systems that need refinement in order to meet the needs of the school community. These assessments look at discipline practices, values around discipline, conversations and inconsistencies with approaches and disproportionality of discipline based on race, gender, socio-economic status and other social identities.

C1-C6 Potential Coaching & Consulting

Potential Coaching & Consulting Services

C1 | Administrator Coaching and Consulting - Conflict Resolution and Discipline

Our team will provide one-on-one or group coaching with administrators regarding challenges related to conflict resolution and discipline practices and systems. We use our conflict resolution framework to provide guidance and support so we can create customized problem solutions in addition to coaching and development support.

C2 | Teacher Leader Coaching & Consulting Support - Climate Teams

Our team will work together with teacher leaders to provide coaching and support regarding specific climate issues between staff and between staff and students in order to identify possible solutions and brainstorm strategies for creative solutions that reflect areas of opportunity that arose from the school climate assessment.

C3 | One-on-one staff classroom coaching support

Our team will meet with teachers who need support and assess specific classroom issues that have arose in order to collaborate with teachers on building customized solutions. We will also be available to co-facilitate solutions in the classroom if necessary.

C4 | Identifying Infrastructure and Systems Issues Within Existing Structures.

Our team will meet with school leadership and classified staff to assess school infrastructure around discipline, conflict resolution and inclusion to explore ways to enhance, repair, or create new systems based on how they are currently serving the school community. We will work closely with staff to explore solutions that address the root causes of issues.

C5 | Discrimination and Equity Coaching

Our team will work directly with administrators or teachers to examine incidents of discrimination and inequities in order to provide customized solutions that include skill development, conflict resolution, preventative strategies, and learning solutions.

C6 | Having Coaching Conversations With Parents & Staff

Our team will meet with parents and staff to provide them with consulting, coaching, and problem solving that addresses issues related to school climate, conflicts and other concerns that involved their students experience at school.

T1-T7 Potential Trainings

Potential Training Services

T1 | The Diversity Uncovered™ Training for Schools

The Diversity Uncovered™ is the perfect *interactive introduction to Diversity, inclusion and equity* education for school communities. This training is designed to take staff on a journey to develop a common language to identify and address challenges related to prejudice and discrimination in their school. During the training, participants will:

- Reflect on the tension and awkwardness surrounding fears, reservations and concerns associated with conversations about prejudice, discrimination and inequities in the school community.
- Develop common language and understanding of diversity, inclusion, and equity key terms and concepts in order to prevent misunderstandings and conflict.
- Deeply explore implicit bias and microaggressions that show up in their unique school community.
- Develop an awareness of the difference between **conscious and intention discrimination versus unconscious and unintentional discrimination**.
- Uncover 5 highly effective tips to address microaggressions in your school.

T2 | The Conscious Conversations™ Training for Schools

The Conscious Conversations™ training provides participants with preventative and responsive tools designed to interrupt unconscious and unintentional discrimination using simple and proven conversation strategies. The Conscious Conversations™ skill focuses on developing the skill of "calling-in" vs. "calling-out" people when a microaggression occurs. Participants will learn how to:

- Interrupt microaggressions related to race, gender, age and other social identities
- Address "questionable statements and behaviors" in an empathetic and non-accusatory way
- Guide colleagues toward more conscious and less discriminatory interactions as a supportive ally

T3 | Processing & Resolving Conflict Using Restorative Conversations

Restorative Conversations teaches the fundamental and most impactful conflict resolution skills known as the Incident Assessment Practice. The Incident Assessment Practice teaches participants how to approach a conflict the moment it happens and what steps are necessary to prepare everyone involved to come together to address the incident. Participants will learn the Restorative Conversations skill, which is a key part of the incident assessment practice. The Restorative Conversations skill is used to help participants discuss what happened, process the impact that the incident had on them and uncover what they need in order to move beyond the incident. Participants will learn how to synthesize all of the Incident Assessment meeting information and make recommendations for appropriate next steps. Participants will also learn how to use Restorative Conversations to address light to medium intensity incidents in the classroom using this one-on-one practice.

Topics Covered

Incident Assessment Practice

Restorative Conversations Practice

Participant Preparation For Mindful Meetings & Solution Circles

T4 | Real Talk About Identities | Gender

Real Talk About Identities | Gender & Race is an introductory training that supports staff with learning more about specific terminologies and definitions regarding gender, gender identity, and gender expression and how this differentiates from sexual orientation and attraction. The goal of this training is to allow staff to develop more clear distinctions around the complexities of gender and how to have simple, easy to understand and meaningful conversations with students about gender identity and expression and how to embrace accept and embrace differences in the classroom. This training will also

begin to explore the intersections between gender, gender identity, gender expression, and opposing values that exist within mainstream culture, religions, and families.

Topics Covered

Gender Identity, Gender Expression

Conflicting Values With Gender and Inclusion

How to Talk to Kids About Gender, Gender Identity and Gender Expression

T5 | Conflict Prevention Using Preventative Classroom Practices

This training is focused on bringing staff and student groups together to build trust, deepen relationships with people who are from different social and cultural groups and strengthen classroom and group dynamics. Participants will learn how to facilitate Intentional Team Building Activities include activities that encourage participants to explore similarities and differences that add value to the classroom and school community. Team Building Circles include discussions and activities that are focused on themes such as Developing Trust, Building Respect, or Getting To Know You. Participants will develop interpersonal communication and collaboration skills as well as have opportunities to develop new perceptions of one another based on their experiences.

Topics Covered

Team Building Circles

Multicultural Diversity Awareness

Social Emotional Learning & Development

T6 | Designing & Guiding Incident Assessments & Mindful Meetings

The Mindful Meetings training teaches participants how to design and guide Mindful Meeting practices to address conflicts between two students, two staff or a student and staff member. This training teaches participants about the conflict cycle and how to interrupt it using Mindful Meetings and the incident assessment practice. Participants will use real scenarios that address complex incidents that can be addressed using Mindful Meetings for both staff and student groups. During the training, participants will explore potential challenges that may arise and develop tools to address them preventatively and responsively during the circle. Participants will also learn how to communicate to their school community this Restorative Justice Practice and its benefits to help raise awareness and increase its usage.

Topics Covered

Incident Assessment Practice

Mindful Meeting Practice

The Conflict Cycle in Schools

Communicating Mindful Meetings To School

T7 | Classroom Strategies To Prevent Discrimination in Schools

Course Description

The Classroom Strategies To Prevent Discrimination in Schools Training introduces participants to frameworks and strategies that use discipline data, staff and student climate surveys, and “best” practices to guide your school towards a more positive and equitable climate experience. Participants will discover effective practices and approaches to prevent and respond to conflict, discrimination and disproportionate discipline as well as repair the damage that unresolved may have on staff and student relationships. Participants will experience and learn to facilitate preventative practices in the classroom and with colleagues.

Topics Covered

Community Agreement & Values Exploration Circles

Team Building Circles

Intentional Relationship Building Practices

