



July 15, 2021

Kenneth Chin, Board President
Diego Ochoa, Superintendent
San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94404

Re: Agreement for Services

Dear Board President Chin and Superintendent Ochoa:

Enclosed are two copies of the contract for the CSBA Strategic Planning workshops presented by CSBA consultant Sepideh Yeoh. This agreement consists of 8 workshops that are either between 9:00 a.m. to 4:00 p.m. or 2:00 p.m. to 9:00 p.m. Please execute both copies along with the board president. Keep one copy for your file and return one via email to me at Dlee@csba.org.

On the day of the workshop, the meeting room should be set up according to the enclosed seating arrangement and with two flip charts. This will be a *working session*; therefore, we would like to request that the district plan to have refreshments available for the group so that the workshop can be conducted without major interruptions.

The Brown Act requires that this meeting be held in open session. To ensure that the meeting complies with the Brown Act, please ensure that an agenda is developed and posted within the appropriate time limits and at the appropriate locations. Please note that, for both regular and special meetings, the agenda must specify that members of the public be given an opportunity to comment on any agenda item.

Should you have any questions or need further assistance, please do not hesitate to reach out to your consultant, Sepideh Yeoh at sepideh@sepidehyeoh.com.

We look forward to working with your governance team.

Sincerely,

Darcel Harris Lee

Darcel Harris Lee
Trainings Director

Attachment: Agreement for services; Optimal Seating Arrangement Chart
