



**2021 – 2022
MASTER CONTRACT WITH**

Earth Mama Healing Network, Inc.

**FOR SUPPLEMENTAL
INSTRUCTIONAL/ENRICHMENT STUDENT
SERVICES**

SCHOOL YEAR 2021-2022

CONTRACT NUMBER: _____

SUPPLEMENTAL INSTRUCTIONAL/ENRICHMENT STUDENT SERVICES MASTER CONTRACT

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AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract (or "Contract") is entered into on February 9, 2022, between Elk Grove Unified School District, hereinafter referred to as the "DISTRICT" and Earth Mama Healing Network, Inc., hereinafter referred to "CONTRACTOR" for the purpose of providing instructional and/or enrichment program services to students before school, afterschool and/or during the school day.

The CONTRACTOR shall submit an Individual Services Agreement (hereinafter referred to as "ISA"). Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all relevant services specified in the ISA. DISTRICT and CONTRACTOR shall enter into an ISA for each school served by CONTRACTOR.

2. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable DISTRICT policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with DISTRICT policies and shall indemnify the DISTRICT under the provisions of Section 14 of this Contract for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable DISTRICT policies.

3. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from February 21, 2022 to June 30, 2022 unless otherwise stated. Neither the CONTRACTOR nor the DISTRICT is required to renew this Master Contract in subsequent contract years. No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the DISTRICT.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to the DISTRICT within thirty (30) calendar days of change of ownership or change of authorized representative.

4. INTEGRATION

This Master Contract includes each ISA and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the DISTRICT with information as requested in writing to secure a Master Contract or a renewal.

5. INDIVIDUAL SERVICES AGREEMENT ("ISA")

This Agreement shall include an ISA developed for each school to whom CONTRACTOR is to provide instructional and/or enrichment program services to students before school, afterschool and/or during the school day.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the ISA unless the CONTRACTOR and the DISTRICT agree otherwise in the ISA. In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the DISTRICT in writing within five (5) business days of the last date a service was provided.

II. ADMINISTRATION OF CONTRACT

6. NOTICES

All notices provided for by this Contract shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to the DISTRICT shall be addressed to the person and address as indicated on the signature page of the Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

7. MAINTENANCE OF RECORDS

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 Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers of CONTRACTOR and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; incident reports; notification of injuries; absence verification records (parent/doctor notes, telephone logs, and related documents); records of employee training and certification, staff time sheets; non-paid staff and volunteer sign-in sheets; liability and worker's compensation insurance policies; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain student 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 who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the 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 student's record. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of the DISTRICT or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/DISTRICT shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of the DISTRICT or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant parents access to student records, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to the DISTRICT. DISTRICT shall have access to and receive copies of any and all records upon request within five (5) business days.

8. MARKETING

Excluding a simple statement or acknowledgement that CONTRACTOR has a written agreement with the DISTRICT, CONTRACTOR will not use the name, marks, or logos of the DISTRICT in any planned advertisement, press release, or other planned publicity or marketing materials, in any form or media, without the prior written approval of the DISTRICT. CONTRACTOR will not use photographs or student images for marketing without the express written consent of the family and DISTRICT for use of student likeness. Any flyers, advertisements, brochures, or invitations for events outside of the school program must be approved by the DISTRICT prior to distribution.

9. SEVERABILITY CLAUSE

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

10. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the DISTRICT of any change of ownership or corporate control.

11. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the school is located.

12. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the DISTRICT to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the DISTRICT and/or CONTRACTOR thirty (30) days' notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

13. TERMINATION

This Master Contract or ISA may be terminated with or without cause. To terminate the contract either party shall give thirty (30) days prior written notice. At the time of termination, CONTRACTOR shall provide to the DISTRICT any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract.

14. INSURANCE

CONTRACTOR shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Contract, the following insurance 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, including both bodily injury and property damage, with the limits of \$1,000,000 per occurrence \$3,000,000 general aggregate.

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or

abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

B. Workers' Compensation Insurance in accordance with provisions of the California Labor Code adequate to protect the CONTRACTOR from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.

C. Commercial Auto Liability Insurance for all owned, non-owned or hired automobiles with a \$1,000,000 combined single limit.

If no owned automobiles, then only hired and non-owned is required.

D. Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy, with the limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate.

E. CONTRACTOR, upon execution of this Contract and periodically thereafter upon request, shall furnish the DISTRICT with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the DISTRICT as additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

F. Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the DISTRICT. At its option, the DISTRICT may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the DISTRICT or eliminate such deductibles or self-insured retentions with respect to the DISTRICT, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.

G. For any claims related to the services performed in connection with this Master Contract, the CONTRACTOR's insurance coverage shall be the primary insurance with respect to the DISTRICT, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the DISTRICT, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

H. All Certificates of Insurance must reference the contract number, name of the agency submitting the certificate, and the location of the agency submitting the certificate on the certificate.

15. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR indemnify and hold the DISTRICT and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("DISTRICT Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by negligence, intentional act, or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding the DISTRICT and DISTRICT Indemnities). The duty and obligation to defend shall arise immediately upon tender of a claim or lawsuit to the CONTRACTOR. The DISTRICT shall have the right in their sole discretion to select counsel of its choice to provide the defense at the sole cost of the CONTRACTOR or the applicable insurance carrier.

To the fullest extent allowed by law, DISTRICT shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent, intentional act or willful act or omission of the DISTRICT, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

The DISTRICT represents that it is self-insured in compliance with the laws of the State of California, that the self-insurance covers district employees acting within the course and scope of their respective duties and that its self-insurance covers the DISTRICT's indemnification obligations under this Master Contract.

16. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the DISTRICT and CONTRACTOR. 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 DISTRICT and any individual assigned by CONTRACTOR to perform any services for the DISTRICT.

If the DISTRICT is determined to be a partner, joint venture, co-principle, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the DISTRICT from and against any and all claims for loss, liability, or damages arising from that determination, as well as any expenses, costs, taxes, penalties and interest charges incurred by the DISTRICT as a result of that holding.

17. NON-DISCRIMINATION

CONTRACTOR shall not, in employment or operation of its programs, unlawfully discriminate on the basis of gender, nationality, national origin, ancestry, race, color, ethnicity, ethnic group affiliation, religion, age, marital status, pregnancy or parental status, sex, sexual orientation, gender, gender identity or expression, physical or mental disability, genetic information or any other classification protected by federal or state law or the perception of one or more of such characteristics or association with a person or group with one or more of these actual or perceived characteristics.

III. EDUCATIONAL PROGRAM AND OPERATIONAL REQUIREMENTS

18. APPROPRIATE EDUCATIONAL SERVICES

All services provided by CONTRACTOR shall be secular, neutral, and non-ideological. Unless otherwise agreed between CONTRACTOR and DISTRICT, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, assessments, and/or curriculum for DISTRICT students, as specified in the ISA. CONTRACTOR shall make no charge of any kind to parents for program services.

19. 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 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

106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA").

CONTRACTOR shall include verification of these procedures to the DISTRICT. CONTRACTOR shall immediately notify the DISTRICT of any complaints filed against it related to the DISTRICTS students and provide the DISTRICT with all documentation related to the complaints and/or its investigation of complaints, including any and all reports generated as a result of an investigation.

20. PARENT ACCESS

CONTRACTOR shall provide reasonable parental access to DISTRICT 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 DISTRICT students.

21. PROGRAM EVALUATION

CONTRACTOR shall submit monthly program participation in a template provided by the DISTRICT that includes student name, valid DISTRICT identification number, daily minutes of services, and method or site of service for each student. CONTRACTOR shall capture wellbeing measures through surveys of students, school site staff, and parents on social emotional learning, climate, and other relevant outcomes. All specific elements, data collection processes, and timelines will be finalized during the first month of the contract. CONTRACTOR shall record progress on program specific student metrics over the service period for mid-year and end-of-year student outcome reporting to the DISTRICT.

22. SERVICES AND SUPERVISION ON PUBLIC SCHOOL CAMPUSES

If Contractor is permitted access to public school campuses, CONTRACTOR shall comply with Penal Code Section 627.1 et. seq., and shall comply with all DISTRICT procedures regarding visitors to school campuses specified by the DISTRICT, as well as and the procedures of the campus being visited.

IV. HEALTH AND SAFETY

23. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 et. seq., 49406, and Health and Safety Code Section 3454(a) regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

24. TRANSPORTATION

CONTRACTOR shall neither provide transportation nor subcontract for transportation services for DISTRICT students unless DISTRICT and CONTRACTOR agree otherwise in writing.

25. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code Section 49423 when CONTRACTOR serves a DISTRICT student that is required to take prescription and/or over-the-counter medication during the session. CONTRACTOR shall maintain a written log for each DISTRICT student to whom medication is administered. Such written log shall specify the DISTRICT student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication.

26. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the DISTRICT. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in DISTRICT Procedures.

27. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. and Education Code 44691. To protect the privacy rights of all parties involved (i.e., reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the DISTRICT.

28. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

29. REPORTING OF MISSING CHILDREN

CONTRACTOR assures DISTRICT 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 properly submitted to the DISTRICT. The written statement shall be submitted as specified by the DISTRICT.

V. PERSONNEL

30. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1, 35021.2, and 56366.1 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with the DISTRICTS' students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to the DISTRICT that none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct

contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee'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 44237 (i) or (j). Contractor shall certify to the DISTRICT that they have successful background checks and enrolled in subsequent arrest notification service for all employees who may come into contact with students.

Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the DISTRICT evidence of a successful criminal background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of CONTRACTOR. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the DISTRICT upon request.

31. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY

It is understood that all employees, subcontractors, and volunteers of any certified agency shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any DISTRICT professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR.

For services provided on a public school campus, sign in/out procedures shall be followed by CONTRACTOR working in a public school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR upon request. It is understood that the public school credentialed classroom teacher is responsible for the instructional program.

VI. FINANCIAL

32. BILLING PROCEDURES

DISTRICT shall compensate CONTRACTOR the amount of \$125,000 in four (4) installments. Invoices and related documents shall be properly submitted to receive payment.

DISTRICT shall make payment to CONTRACTOR based on services agreed upon in the ISA.

33. RIGHT TO WITHHOLD PAYMENT

The DISTRICT may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services not identified in agreed upon ISA; (c) CONTRACTOR was overpaid by DISTRICT as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

34. NON-FUNDING

Notwithstanding any other provision to the contrary, if for any fiscal year of this CONTRACT the Board of Education for any reason fails to appropriate or allocate funds for future payments under this CONTRACT, the DISTRICT will not be obligated to pay the balance of funds remaining unpaid beyond the fiscal period for which funds have been appropriated or allocated.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective upon Board approval, and terminates at 5:00 p.m. on June 30, 2022, unless otherwise terminated as provided herein.

The parties understand that this Master Contract is subject to and contingent upon approval by the DISTRICT Board of Education.

35. MODIFICATIONS AND AMENDMENTS

This Master Contract may be modified or amended only by a written document signed by authorized representatives of both parties. No change in this Master Contract or in the ISA shall result in the DISTRICT's financial obligation to CONTRACTOR in excess of the funding allocated by the DISTRICT's Board of Education

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

| Notices mailed to EGUSD shall be addressed to: | Notices mailed to CONTRACTOR shall be addressed to: |
|--|---|
| DISTRICT: | CONTRACTOR: |
| Elk Grove Unified School District | Name: RoLanda Wilkins |
| Mathew Espinosa, Director of Education Equity | Company: Earth Mama Healing Network, Inc. |
| 9510 Elk Grove - Florin Rd. | Address: 2251 Florin Road, Suite 50 |
| Elk Grove, CA 95624 | City/State: Zip: Sacramento, CA 95822 |
| Phone: (916) 831-2041 | Phone: 916-706-2838 |
| Email: moespino@egusd.net | Email: earthmamahealinglove@gmail.com |

36. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

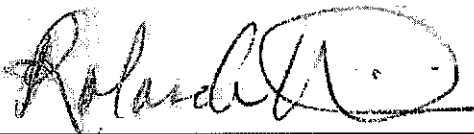
(a) The CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(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 Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on February 21, 2022 and terminates at 5:00 P.M. on June 30, 2022, unless sooner terminated as provided herein.

CONTRACTOR:

Earth Mama Healing Network, Inc.

By:  4/2/22
Signature Date

RoLanda Wilkins, Executive Director
Name and Title of Authorized Representative

DISTRICT:

Elk Grove Unified School District

By: _____
Signature Date

Shannon Hayes, Chief Financial Officer
Name and Title of Authorized Representative

APPENDIX A: Program Deliverables ISA

APPENDIX B: PERSONNEL STATEMENT (to be completed by Contractor)

APPENDIX C: SAMPLE STUDENT ACCIDENT REPORT

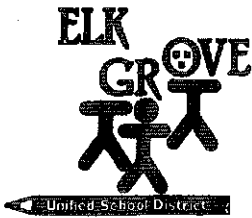
MOU- EGUSD & CONTRACTOR**Scope of Work Proposal: 2021 –2022 School Year****Attachment A* Program Deliverables**

| Description of Service | CONTRACTOR Deliverable(s)/Activities | Timeframe |
|---|--|------------------|
| Program Planning: In collaboration with EGUSD and other partners, EMH will plan, implement, modify and evaluate EMH programming outlined in the MOU including: | <ul style="list-style-type: none"> • Integrate the goals of the EGUSD Strategic Plan as follows: <ol style="list-style-type: none"> 1. College, career and life ready graduates 2. Safe, emotionally healthy and engaged students 3. Self aware, self reliant, self disciplined 4. Operational excellence 5. Community and Family engagement • Promote the EGUSD vision that every student is a responsible, productive citizen in a diverse and competitive world. • Provide sufficient staffing for program to maintain a 1:20 (adult/student) ratio for four (4) in person and 1 (one) virtual school sites | On-going |
| Program Management & Facilitation: EMH will provide staff, coordination and programming across designated sites, and will also: | <p>EMH Staff will:</p> <ul style="list-style-type: none"> • Lead groups of at least 20 girls in weekly discussions • Facilitate youth/adult discussions that will explore topics such as stereotypes, inequality, healthy life choices, healthy relationships and address how to maintain self-identity, self-respect, and integrity • Report to EGUSD lead staff regarding progress on overall outcomes • Maintain and provide to EGUSD lead staff timely attendance and program activities records • Provide a final report on the impact and overall outcomes of the program • Communicate regularly with EGUSD lead staff regarding project progress • Coordinate with site After School Program Manager regarding program delivery, field trips and/or additional student activities • Facilitate communication between parents of participants and EMH or the school regarding announcements and information that pertains to the program participants • Facilitate parent involvement in events/ activities for parents of program participants • Participate in other EGUSD events as requested • Other deliverables as agreed upon by EMH and the District | On-going |
| Program Planning; Management; Program Evaluation EMH will: | <ul style="list-style-type: none"> • Maintain and provide to the EGUSD lead staff timely enrollment rosters and attendance records. Invoices for payment will only be processed once all documentation is submitted to designated EGUSD staff. • Submit monthly program participation in a template provided by the district that includes student name, valid district identification number, daily minutes of services, and method or site of service for each student. • Survey students, school site staff, and parents on social emotional learning, climate, and other relevant outcomes. All specific elements, | On-going |

MOU- EGUSD & CONTRACTOR**Scope of Work Proposal: 2021 –2022 School Year****Attachment A* Program Deliverables**

| | | |
|--|--|--|
| | <p>data collection processes, and timelines will be finalized during the first month of the contract.</p> <ul style="list-style-type: none">• Record progress on program specific student metrics over the service period for mid-year and end-of-year student outcome reporting to the district.• Provide mid-year update at the end of the semester• Provide final impact report on the impact and overall outcomes of the program on or before August 1, 2022 | |
|--|--|--|

| Description of Service | EGUSD Deliverable(s)/Activities | Timeframe |
|---|--|---|
| Program Planning; Management; Program Evaluation | <ul style="list-style-type: none">• Train EARTH MAMA HEALING staff on EGUSD protocols, mission, vision, and structure. EGUSD will provide resources for Mandated Reporter Training.• Provide After School Program Manager with EARTH MAMA HEALING, INC. contact information and programming details in order to facilitate ongoing communication• Provide information about EARTH MAMA HEALING, INC. program scope and deliverables to site administration• Provide classroom space for the program at each designated site• Assist in recruiting participants for the program through school advertising and outreach• Collect and share data per mutual agreement to be included in evaluation reports, to the extent permitted by law and regulation | January 2022 March 2022 April 2022 May 2022 June 2022 |



Elk Grove Unified School District

9510 Elk Grove-Florin Road
Elk Grove, CA 95624
916-686-7712
916-686-5095 (fax)

Personnel Statement

Provider/Organization Name: Earth Mama Healing Network

Street Address: 2251 Florin Road, Suite 50

City, State, Zip Code: Sacramento, California 95822

I, RoLanda Wilkins, am an authorized representative of Earth Mama Healing Network, Inc. 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 be it physical, verbal, or via online services with program participants) who will be providing services to Elk Grove Unified School District has been conducted and that none of those persons listed below have been reported by the California Department of Justice (CDOJ) of the Federal Bureau of Investigation (FBI) as having been convicted of a serious 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 within the past four (4) years as not being a carrier of contagious Tuberculosis (TB).

The persons listed below are currently our employees or volunteers, and have submitted to and received a fingerprint clearance by the CDOJ under ORI code#: A0951 issued to the organization named above that I am representing.

| Employee/Volunteer Full Name | Title | FBI Date | CDOJ Date | TB Date |
|------------------------------|----------------------|------------|------------|------------|
| Rolanda Wilkins | Director/Facilitator | 06/30/2021 | 06/30/2021 | 06/30/2021 |
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Personnel Training Statement

I, RoLanda Wilkins, am an authorized representative of Earth Mama Healing Network, Inc. and I hereby certify under penalty of perjury that, pursuant to Elk Grove Unified School District's (EGUSD) Educational Services Master Contract Agreement, the required professional development/training of all persons who will be providing services to the Elk Grove Unified School District has been conducted within the current school year.

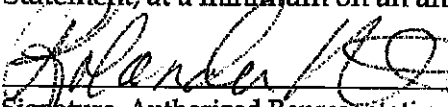
The persons listed below are currently active employees of a public school district, and have been trained in the areas of Mandated Child Abuse Reporting and Prevention of Sexual Harassment:

| Full Name | School District | Credential | Training Date/Hours |
|-----------|-----------------|------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

The persons listed below are currently employees or volunteers of CONTRACTOR, and have been trained in the areas of Mandated Child Abuse Reporting and Prevention of Sexual Harassment:

| Full Name | Training Conducted | Training Date/Hours |
|-----------------|--------------------|----------------------|
| RoLanda Wilkins | 06/17/2021 | 06/17/2021 / 4 hours |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

I agree to keep this list current, and to submit an addendum as soon as changes occur and/or additional personnel are added or personnel are removed. 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 Statement, at a minimum on an annual basis.


 Signature, Authorized Representative
 (Blue Ink)

Rolanda Wilkins
 Name (print)
 (Blue Ink)

02/22/2022
 Date



Elk Grove Unified School District

Risk Management Department



Student Injury Report Form

Student injury reports should be completed and sent to Risk Management for injuries that result in the following: **9-1-1 call, student transported to the hospital via ambulance, or parent taking student to ER or doctor**. If a student injury does not fall within the criteria mentioned, but you feel documentation is needed due to your knowledge of the student, parent, or injury, you may fill out the form and retain at your site.

Student injury reports are **confidential and intended for internal investigation and documentation purposes ONLY**. Copies of this report form are not to be given to the public. If a parent wants a report of the injury, the school site may provide written documentation outlining the events of the injury and provide that to the parents.

Student's name: _____ Student ID#: _____ ☐ Male ☐ Female Grade: _____

School name: _____ Date of injury: _____ Time of injury: _____

First Aid given: **Select one**

If "other" selected,
please explain:

Body part injured (choose one from each menu):

HEAD:

TRUNK:

EXTREMITIES

Specify: right/left etc...

Select One

Select one

Select one

Type of injury suspected: **Select One**

Specifics:

Action taken: **Select one**

Name of parent/guardian contacted:

Phone number of parent/guardian contacted:

Date/time contact made:

Recap of phone call:

Explanation of accident: **Select one**

Equipment:

Was playground equipment involved in injury?

☐ Yes ☐ No

If YES (a) Did equipment appear to be used appropriately?

☐ Yes ☐ No

(b) Was there any apparent malfunctions of equipment?

☐ Yes ☐ No

(c) How deep is the fall material? _____ Inches

* Attach copy of most recent playground inspection

Choose
Which
Piece of
Equipment

Select one

Describe specifically how the injury happened (location, activity, etc.): _____

Name of Person Filing Report: _____ Title: _____

Principal acknowledges review of form (enter name of principal):

Date:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/11/2022

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).

PRODUCER Phone: (916) 488-2918 Fax: (916) 481-3869

J & K RISK AND INSURANCE SERVICES

PO BOX 254529

SACRAMENTO CA 95865

CONTACT NAME: **J & K Risk and Insurance Services**PHONE (A/C, No. Ext): **(916) 488-2918**FAX (A/C, No): **(916) 481-3869**E-MAIL ADDRESS: **cjones@jkrisk.com**

Agency Lic# 0C13412

INSURED
Earth Mama Healing, Inc.
2251 Florin Road
Suite 20
Sacramento, CA 95822

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : **Non Profits Insurance Alliance**

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER: 1262

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 | ADD'L INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|--|----------|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY | X | | 2021-31523 | 12/19/21 | 12/19/22 | EACH OCCURRENCE \$ 2,000,000 |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | MED. EXP (Any one person) \$ 20,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | AUTOMOBILE LIABILITY | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | <input type="checkbox"/> ANY AUTO | | | | | | |
| | <input type="checkbox"/> ALL OWNED AUTOS | <input type="checkbox"/> SCHEDULED AUTOS | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS | <input type="checkbox"/> NON-OWNED AUTOS | | | | | BODILY INJURY (Per person) \$ |
| | UMBRELLA LIAB. <input type="checkbox"/> OCCUR | | | | | | BODILY INJURY (Per accident) \$ |
| | EXCESS LIAB. <input type="checkbox"/> CLAIMS-MADE | | | | | | PROPERTY DAMAGE (per accident) \$ |
| | DED <input type="checkbox"/> RETENTION \$ | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A | | | | | | WC STATUTORY LIMITS \$ |
| | (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | OTH ER \$ |
| A | B.P.P. | | | 2021-31523 | 12/19/21 | 12/19/22 | E.L. EACH ACCIDENT \$ |
| | | | | | | | E.L. DISEASE-EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE-POLICY LIMIT \$ |
| | | | | | | | 10,000 |

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

Elk Grove Unified School District, their officers, directors, officials, employees, and volunteers are to be endorsed as additional insureds as respects; liability arising out of activities performed by or on behalf of Earth Mama Healing For any claims, Earth Mama's Healing's general liability insurance shall be endorsed to be primary insurance as respects EGUSD, their officers, officials, employees, and volunteers.

*30 day notice of cancellation applies, 10 days for non-payment of premium.

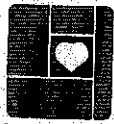
CERTIFICATE HOLDER**CANCELLATION**

Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove CA. 95624

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

Attention: Mathew Espinosa, Ed. D.



**NONPROFITS
INSURANCE**
ALLIANCE OF CALIFORNIA

A Head for Insurance. A Heart for Nonprofits.

**NONPROFITS INSURANCE ALLIANCE
OF CALIFORNIA (NIAC)**

www.insurancefor nonprofits.org

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

COMPANY: Nonprofits Insurance Alliance of California (31523)
POLICY NUMBER: 2021-31523
NAMED INSURED: Earth Mama Healing, Inc.
POLICY CHANGE EFFECTIVE: 01/11/2022
COVERAGE PART AFFECTED: COMMERCIAL GENERAL LIABILITY
POLICY CHANGE#: 1

Page 1

The following additional insured(s) is/are hereby added to the policy:

NIAC-E61 Locations - ALL

Elk Grove Unified School District
9510 Elk Grove Florin Road
Elk Grove, CA 95624

\$0

All other terms, limits and conditions remain the same.

ADDITIONAL PREMIUM: \$0
RETURN PREMIUM: \$0
TOTAL PREMIUM: \$0

Pamela C. Q.

AUTHORIZED SIGNATURE

01/11/2022

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

Elk Grove Unified School District

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph b. below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE**.
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages A or B to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

| | |
|---|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. | |
| 2 Business name/disregarded entity name, if different from above Earth Mama Healing, Inc. | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i> |
| 5 Address (number, street, and apt. or suite no.) See instructions. 2251 Florin Road, Suite 50 | Requestor's name and address (optional) Elk Grove Unified School District 9510 Elk Grove-Florin Road Elk Grove, CA 95624 |
| 6 City, state, and ZIP code Sacramento, California 95855 | |
| 7 List account number(s) here (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| | | | | | | | | |
|--------------------------------|---|--|---|---|---|---|---|---|
| Social security number | | | | | | | | |
| | | | - | | | | - | |
| or | | | | | | | | |
| Employer identification number | | | | | | | | |
| 2 | 7 | | - | 3 | 8 | 7 | 5 | 9 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ▶

Rolanda Williams

Date ▶

12/14/21

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.