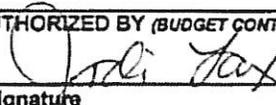


**SAN JOSÉ UNIFIED SCHOOL DISTRICT  
SERVICE AGREEMENT OVER \$25,000**

<b>Budget Clearing Form</b> (To be completed by School/Department)	
<b>CONTRACTOR FULL NAME</b> JAMIE SMITH	
<b>DBA (DOING BUSINESS AS)</b> THE INTERNAL POTENTIAL	
<b>SSN or TAX ID NO.</b>	<b>BUSINESS LICENSE NO.</b> 7682087655
<b>DESCRIPTION OF SERVICE:</b> TK 1:1 coaching support, professional development seminars, and support for SDC PreK and TK teachers per attached Scope of Work.	
<b>CONTRACT TERM FROM</b> August 18, 2017	<b>TO</b> June 30, 2018
<b>BUDGET NO.</b> 081-935-940-6264-0-260-5810-0000-2100 081-935-940-6264-0-260-5110-0000-2100 EDUCATOR EFFECTIVENESS	<b>AMOUNT</b> \$25,000.00 \$1,180.00 Total: \$26,180.00
<b>BOARD DATE</b> 8/17/17	<b>REQUISITION NO.</b> 18001255
<b>SCHOOL/DEPARTMENT</b> CURRICULUM, INSTRUCTION, AND EL SERVICES PK-5	
<b>PREPARED BY:</b> VERONICA LARA <hr/> <b>Name</b> STAFF SECRETARY II <hr/> <b>Position</b> 14219 <hr/> <b>Phone Number</b>	<b>AUTHORIZED BY (BUDGET CONTROL ADMINISTRATOR):</b>  <hr/> <b>Signature</b> JODI LAX <hr/> <b>Name</b> DIRECTOR <hr/> <b>Position</b>
<b>DISTRICT OFFICE PROCESS WORKFLOW</b>	
<b>Reviewed by CONTRACT MANAGEMENT</b>  <p align="center">(Date)</p>	<b>Reviewed by RISK MANAGEMENT (Only if needed)</b>  <p align="center">(Date)</p>
<b>Budget Cleared by FISCAL SERVICES/ASB</b>  <p align="center">(Date)</p>	<b>Approved by BUSINESS SUPPORT SERVICES</b>  <p align="center">(Date)</p>

<b>PURCHASING &amp; CONTRACT MANAGEMENT USE ONLY</b>				
<b>Received By:</b>	<b>Certificate of Insurance Expiration Date</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Auto Insurance Expiration Date</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date:</b>	<b>Contractors Certification Exhibit A</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Pupil Records Rider Education Code 49073.1 (Pupil Records)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b># of Pages:</b>	<input type="checkbox"/> Other: _____			



**SAN JOSÉ UNIFIED SCHOOL DISTRICT  
SERVICE AGREEMENT OVER \$25,000**

This Service Agreement ("Agreement") is made this 2 day of August, 2017, between San José Unified School District ("District"), and JAMIE SMITH ("Contractor"), a/an (Please choose one)

Individual  Partnership  Corporation  LLP  LLC  Other (Please specify): \_\_\_\_\_

1. **SERVICES.** Contractor shall perform the following services ("Services"): (If a separate scope of services or proposal generated by the District or the Contractor is available, attach exhibit(s) and reference it here. Please do not attach a separate contract.)

TK 1:1 coaching support, professional development seminars, and support for SDC PreK and TK teachers per attached Scope of Work.

2. **LOCATION.** Work will be performed at the following: (e.g., District-wide or specific District sites - a list of sites may also be attached and referenced here) To be determined.

3. **COMPENSATION.** District agrees to pay Contractor for Services as follows (check and complete one of the following):

- At the rate of \$ \_\_\_\_\_ per \_\_\_\_\_, with the total amount not to exceed \$ \_\_\_\_\_.
- In an amount not to exceed \$ 26,180.00, invoiced to the District in increments as Services are actually completed.
- In \_\_\_\_\_ installments of \_\_\_\_\_ each, for a total amount not to exceed \$ \_\_\_\_\_.

Payment shall be made for all undisputed amounts within thirty (30) days after the Contractor submits a detailed invoice to the District's Accounts Payable Department.

4. **TERM/TERMINATION** The term of this Agreement shall commence on 8/18/17 and shall continue through June 30, 2018. The District may terminate this Agreement immediately for any reason at any time, by giving written notice to the Contractor. Such written notice shall be sufficient to stop further performance of services by Contractor. In the event of termination prior to the end of the term of this Agreement, Contractor shall invoice the District for any work performed and documented expenses incurred prior and up to the date of termination, and shall promptly return any District property or records, and any copies thereof, in its possession to the District. Termination shall not affect the rights and obligations of the Parties arising prior to the effective date of termination.

6. **INSURANCE.** Contractor shall be responsible for any damage, loss or other claim arising out of the performance of its services under this Agreement. Contractor shall carry the insurance indicated below throughout the term of this Agreement. The certificate of liability insurance must have San Jose Unified School District, 855 Lenzen Avenue, San Jose, CA 95126, as the Certificate Holder and as additional insured.

Commercial General Liability Insurance	Each Occurrence	\$2,000,000
	General Aggregate	\$4,000,000
Automobile Liability Insurance	Each Occurrence - Commercial vehicles	\$1,000,000
	Injury/one death - Personal vehicles	\$15,000
	Injury/multiple death	\$30,000
	Property damage	\$5,000
Professional Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
Abuse and Molestation Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$1,000,000
Workers' Compensation		Statutory limits
Employer's Liability	Each Occurrence	\$1,000,000



**SAN JOSÉ UNIFIED SCHOOL DISTRICT  
SERVICE AGREEMENT OVER \$25,000**

**Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

**Subcontractors**

Contractor shall require its Subcontractors and any Sub-subcontractors to take out and maintain similar public liability insurance and property damage insurance, and any other insurance required of Contractor under this Agreement, in a company or companies lawfully authorized to do business in California as admitted carriers, in like amounts and scope of coverage as that required of Contractor hereunder.

6. **TAXES; INDEPENDENT CONTRACTOR STATUS.** District shall not withhold or set aside income tax, Federal Insurance Contributions Act Tax, Unemployment Insurance, Disability Insurance, or any other Federal or State funds whatsoever. It shall be the sole responsibility of the Contractor to account for all of the above and Contractor agrees to hold District harmless from all liability for these taxes. While engaged in carrying out the Services Contractor is and shall be an Independent Contractor, and not an Officer, Employee, Agent, Partner, or joint venture of the District.
7. **COMPLIANCE WITH APPLICABLE LAW.** In performing services under this Agreement, Contractor shall comply with all applicable law, including but not limited to Education Code Sections 45125.1 and 49406. Contractor must complete and sign the Contractor Certification attached as Exhibit A. It shall be the sole responsibility of Contractor to obtain any needed business licenses, certificates, permits to conduct business to meet the terms of this Agreement.
8. **WORK PRODUCT.** District is the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind ("Work Product") produced as part of or resulting from this Agreement, and all rights in such Work Product, and no uses thereof except in Contractor's performance of the Services will be permitted except by express written permission of the District. Contractor acknowledges that this Agreement and its work hereunder, including the Work Product, may be subject to disclosure to the public. With respect to records in the District's or Contractor's possession that may be protected from disclosure by applicable law, Contractor agrees to abide by such law.
9. **INDEMNIFICATION.** Contractor shall defend, indemnify, and hold harmless the District and its agents, employees, Board of Education, and members of the Board of Education, from and against claims, damages, losses, and expenses (including, but not limited to attorney's fees and costs including fees of consultants) arising out of or resulting from performance of this Agreement including, but not limited to, the Contractor's use of the sites listed herein; the Contractor's completion of its duties under this Agreement; injury to or death of persons or damage to property or delay or damage to the District, its agents, employees, Board of Education, members of the Board of Education, for any act, omission, negligence, or willful misconduct of the Contractor or its respective agents, subcontractors, employees, material or equipment suppliers, invitees, or licensees. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to a party, person, or District described in this paragraph.
10. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the Pupil Records Rider for Digital Records Storage or Digital Educational Software contract requirements (Education Code §49073.1, "Pupil Records").
11. **ENTIRE AGREEMENT; AMENDMENT.** This constitutes the entire Agreement between the District and Contractor supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding. This Agreement may only be amended in writing executed by both parties and approved by the District's Board of Education. This Agreement consists of:
  - 11.1 Service Agreement
  - 11.2 Exhibit A – Contractor Certification
  - 11.3 Pupil Records Rider for Digital Educational Software Contracts. Required  YES  NO  
(Refer to Section 10; Statement of Compliance)
12. **NO ASSIGNMENT.** This Agreement may not be assigned by the Contractor, nor any part of the services hereunder subcontracted, without the express written permission of the District.

**SAN JOSÉ UNIFIED SCHOOL DISTRICT  
SERVICE AGREEMENT OVER \$25,000**

13. **SEVERABILITY.** In the event that any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this Agreement will be affected by such holding, and all of the remaining provisions of this Agreement will continue in full force and effect, unless to do so would invalidate the intent of the parties in entering into this Agreement.

14. **INFORMATION REGARDING CONTRACTOR**

Contact Name: Jamie Smith Email Address: jsmith@theinternalpotential.com  
 Address: 706 Canoas Creek Cir. San Jose Ca 95136  
 Telephone: 831-915-0010 Facsimile: \_\_\_\_\_

15. **GOVERNING LAW; VENUE.** This Agreement shall be governed under the laws of the State of California. Any action to enforce the terms of this Agreement shall be brought in the appropriate court having jurisdiction over matters arising in Santa Clara County, California.

16. **ATTORNEY'S FEES.** If any action at law or equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to any other relief to which such party may be entitled.

17. **BOARD APPROVAL REQUIRED.** This Agreement shall not be a valid and binding obligation of the District, and Contractor shall not be entitled to payment for services rendered, unless and until executed by both parties and approved by the District's Board of Education.

18. Executed by the parties at San José, California, on the day and year indicated below.

San José Unified School District

Contractor

Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Print Name: FLORENCE ENG  
 Title: Director, Business Support Services

Date: 8/8/17  
 Signature: [Signature]  
 Print Name: Jamie Smith  
 Title: Consultant

\*Federal Code of Regulations sections 6041 and 6289 require non-corporate recipients of \$600.00 or more to furnish their taxpayer identification number to the payer. The regulations also provide that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these regulations, the District requires Contractor's federal tax identification number or Social Security number, whichever is applicable.



**SAN JOSÉ UNIFIED SCHOOL DISTRICT  
SERVICE AGREEMENT OVER \$25,000**

**"EXHIBIT A"**

**CONTRACTOR CERTIFICATION**

**Fingerprint and Background Certification**

Business entities entering into a Service Agreement with the District shall comply with Education Code sections 45125.1. Such entities are responsible for ensuring full compliance with the law and should therefore review all applicable statutes and regulations.

One of the two boxes below must be checked, with the corresponding certification provided, and this form attached to the Service Agreement:

- I, \_\_\_\_\_, am (an authorized representative of/doing business as) \_\_\_\_\_, (Name of Contractor) and hereby certify that Contractor have Conducted the required criminal background check(s) of all persons who will be providing services to the San José Unified School District on behalf of this business District, and that none of those persons have been reported by the Department of Justice ("DOJ") as having been convicted of a serious or violent felony as specified in Penal Code Sections 667.5 and/or 1192.7(c). I understand that this Certificate is not to be signed and submitted until I have received clearance from DOJ regarding those persons named. I have also attached hereto and incorporated herein is a list of the names of the employees of the undersigned who will be providing services to San José Unified School District and who may come in contact with pupils. I agree to keep this list current and to notify San José Unified School District of any additions/deletions as they occur.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Arrange to have a District employee whom the DOJ has ascertained has not been convicted of a violent or serious felony, continually monitor and supervise the Contractor.

District Representative's Name & Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Megan's Law (Sex Offenders)**. I have verified and will continue to verify that the employees of the Contractor and the Subcontractor(s) under this agreement are not listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Tuberculosis Certification**. Contractor and the Contractor Parties shall at all times comply with the tuberculosis certification requirements as set forth below. Specifically, by checking the applicable boxes below, Contractor hereby represents and warrants to District the following:

- Contractor and/or Contractor Parties will not be present on a District school site and will not have contact with District students during the term of this Agreement.
- The following Contractor and/or Contractor Parties shall or may be on a District school site and have contact with District students during the term of this Agreement and, at no cost to District, they have received a tuberculosis test that complies with the requirements of California Education Code Section 49406.

Contractor shall maintain on file the certificates showing that the Contractor Parties were examined and found free from active tuberculosis. These forms shall be regularly maintained and updated by Contractor and shall be available to District upon request or audit.

Contractor further agrees and acknowledges that all new personnel hired after the effective date of this Agreement are subject to the tuberculosis certification requirements and shall be prohibited from having any contact with District students until the tuberculosis certification requirements have been satisfied and District determines whether any such contact is permissible.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature \_\_\_\_\_ Date 8/2/17



June 20, 2017

**Project: San Jose Unified School District TK Coaching and Professional Development**

**Client:** San Jose Unified School District, Transitional Kindergarten Division

**Coach assigned:** Ms. Jamie Smith MA, MS

**Project Timeline:** August 18, 2017 – June 30, 2018

**Scope of Work**

**TK 1:1 Coaching Support**

- Provide coaching support for the 18 TK teachers at the 16 sites
- Support new TK teachers with their transition into TK and/or new site
- Learning Environment Enhancements/Adjustments
- Social-emotional curriculum support
- Challenging behaviors support
- Supporting DAP in the curriculum and practice
- Outside Time (including other components of daily TK Routine that may need support based on individual teachers' needs)
- Emergent Literacy Support
- Work as needed to drive quality upwards

180 hours

**\$15,300**

**Professional Development Seminars**

- Early Learning Institute:  
*Reflection and planning with teachers year based on content and connection to the S & S = 12 hrs*
- TK Professional Development days (2) prep and delivery  
*7 hrs x 2 days = 14 hrs delivery + 28 hrs prep (alone and/or w/ Claudia) + set up/tear down = 47 hrs*
- TK Collaboratives (4) prep and delivery  
*3 hrs x 4 days = 12 hrs delivery + 24 hrs prep (alone and/or w/ Claudia) + set up/tear down = 41 hrs*

100 hours

**\$8,500**

**SDC PreK and TK Support**

- Environmental support (use of space and aesthetics)
- ABA support in a Developmentally Appropriate Practice manner:
  - *Applied Behavior Analysis support is to be provided to teachers for students that need extra support: <http://www.appliedbehavioralstrategies.com/basics-of-aba.html>*
- DI that meets the child's learning needs:
  - *This portion of the SOW is meant to support giving teachers Direct Instruction strategies when working with children that can benefit from DI approaches (typically are classified moderate-mild)*

28 hrs

**\$2,380**

**Project Bid: \$26,180**

Rate is \$85/hr for observing, coaching, research, communications, meetings, prep for seminars, leading seminars for leadership, teachers and/or families. Project will be closed when budget is exhausted. At that time, the need for additional services may be requested by the client (SJUSD) for consideration. We welcome the opportunity to provide quality professional services in order to better the lives of children and talents of educators!