



United College Action Network, Inc.

Natomas Unified School District

1901 Arena Blvd.
Sacramento, CA 95834

April 9, 2018

A Service Contract
to Provide College Preparation and Career Assessment Support Services
to High School Students (11th and 12th grade students)
in the Natomas Unified School District
during the 2018-2019 School Year

United College Action Network, Inc. (U-CAN) is pleased to provide the following proposal for implementation of direct college and career support services to high school students (Inderkum, Natomas, Leroy Greene and Discovery high schools) in the **Natomas Unified School District (NUSD)**.

Direct services will include: College fair participation, follow up sessions, college/career prep mentoring, coaching, family engagement sessions and or related activities presented through monthly small group and/or individual sessions/meetings. A case management accountability model will be employed to document all program interactions and to monitor all measurable program outcomes.

This proposal reflects special services and support systems designed to support targeted diverse high school students design and implement a successful path to career and college options, attainment and graduation by assisting them individually and in small groups to meet/exceed the following program goals:

- Encourage students to see themselves as college bound and instill the belief that college is accessible to everyone
- Build students' self-motivation to pursue college and help them to build a support network of adult mentors to help them reach program and other post-secondary goals
- Encourage students to assess where they are in their college search and application process and what steps to take to reach their goals of choosing the college that best suits their needs
- Help students assess their career interests, skills and work values and begin researching colleges to pursue targeted career interests and goals
- Assist students in putting together a plan for standardized testing
- Assist students and their families to clearly understand the process of college admissions and financial aid

Program Quantifiable Goals:

1. Eighty per cent (90%) of program students will be introduced and guided through the process of completing and submitting applications for admissions to colleges of their choice.
2. Eighty per cent (90%) of program students will be introduced and guided through the financial aid process, including the successful completion and submission of their Free Application for Federal Student Aid (FAFSA).
3. Ninety per cent (90%) of program students receiving case management services will register online and complete selected tasks/action steps (both online and in group settings) to optimize career exploration and college planning engagement activities. Students will establish and maintain an online portfolio that will contain the following documents: completed career assessment inventory (interests, skills and work values); career exploration activities related to college selection and academic majors; college evaluations; college success guidance and information; ACT and/or SAT tests results; evidence of completed/submitted FAFSA; high school transcripts; and post-secondary plans.
(To implement this goal U-CAN will seek District level permission to access student California College Guidance Initiatives (CCGI) profiles to support both U-CAN’s and Districts’ career and college preparation goals.)
4. Ninety-five (95%) of case managed students’ parents/guardians will receive monthly program updates via email, texts, telephone or USPS.

Impact of Services

United College Action Network program/session activities/curriculum provides a comprehensive foundation to accomplish the program goals listed above.

Planned Services	Description (see more detail in Exhibit A)	Participants
<p>20-25* days of guided engagement/ college planning activities, discussions, assistance and support in researching career plan and colleges and completing and submitting college admissions packets.</p> <p>29-35* days of associated prep/case management activities/mentoring and coaching support/ assistance.</p>	<ul style="list-style-type: none"> • Small group and individual sessions involving successful high school mentoring and coaching strategies that prepare students for success in careers based post- secondary options: selection of a-g classes, how to get additional support when needed, career to college selections (how career options support choice of college majors), understanding and preparing for financial support in college, college essays, understanding the FAFSA process and reflecting on options/choices selected. CCGI and U-CAN goals and activities will serve as a model for many of the student engagement activities of the U-CAN College Admissions Program (CAP) • On/off site support and follow-up with students, their teachers, families, and college officials, etc. (case management). 	<p>U-CAN services will be available up to:</p> <ul style="list-style-type: none"> • 100-125 juniors and seniors for small group/ individual presentations • Up to 100 individual case management families

NUSD will be responsible for providing appropriate student meeting space. United College Action Network, Inc. (U-CAN) provides program required materials needed to complete program projects. U-CAN will provide electronic copies of all handouts prior to the session to be copied by **NUSD**. Unless negotiated in the contract budget, clients are responsible for producing all participant materials.

During the first month of the 2018-2019 school year, **NUSD** will provide an opportunity for selected members of the **UCAN** staff to meeting with school counselors to present an overview of the College Admissions Prep (CAP) Program, including goals, objectives, sample focus lessons and activities and case management procedures. This opportunity will allow an opportunity for all parties to be familiar with how outreach services can support District, school site and departmental goals and objectives.

The U-CAN Experience

The U-CAN program will provide immediate intervention for "at-risk" students who may be the first in their family to attend a four-year college or university as a component of our case management accountability process. This part of our program is aimed at strengthening families and nurturing positive relationships between student participants, their parents, and teachers. Our case-management process will provide the program's staff an opportunity to build growing partnerships/relationships with each family, as well as fostering the opportunity to provide and tract follow-up services after students leave high school.

During June of 2019, U-CAN will offer one-week **Summer Bridge Program** for incoming seniors to work on their college portfolio in preparation for their attendance at the Annual U-CAN Historically Black College and University Recruitment Fair on September 12, 2019. The college portfolio will include the college essay, the content of a strong letter of recommendation and how and from whom to request letters; evaluation of applications for prospective colleges and universities; scholarship and financial aid information, ACT/SAT prep tests, and small group peer projects to support the college preparation and college admissions process.

Follow-up is critical to the success of students and the program. U-CAN will work closely with the NUSD district and school personnel at each site to ensure that information about the program is provided to students, counselors and career technicians will be asked to provide academic information to U-CAN staff periodically for the purpose of determining student needs, status and progress. The U-CAN staff will in turn share/provide all/any pertinent college prep information gathered from students with counseling and District Office staff and/or as needed or requested.

We continually encourage, inspire, and motivate our students to remain in college and help them pursue productive careers, achieve long-term success, and give back to their respective communities.

Although U-CAN's focus is to encourage students to attend a four-year post-secondary institution, with a focus on Historically Black Colleges and Universities, our staff will assist any student to attend any college of their choice, including Predominately White Institutions (PWIs), Hispanic Serving Institutions (HSIs) and Tribal Colleges and Universities (TCUs).

For over fifteen (15) years, The United College Action Network, Inc. has sponsored the Annual Historically Black Colleges and Universities (HBCU) Recruitment Tour. This college/university event brings to the Sacramento area over thirty-five (35) admissions directors and counselors. Many of the institutions are prepared to offer "on the spot" preliminary admissions and scholarship awards to qualified graduating seniors. U-CAN will assist students in putting together their application packages as required by participating colleges to ensure admissions success.

UCAN Directs Its Attention and Resources to Support the New California Community College (CCC) Transfer Agreement with 35 Historically Black Colleges and Universities

The objective of the California Community Colleges Historically Black Colleges and Universities Transfer Program is the development of Transfer Guarantee Agreements that will facilitate a smooth transition for students from all of the California Community Colleges to partnered HBCUs. These agreements will simplify the transfer process and reduce students' need to take unnecessary courses, thereby shortening the time to degree completion with cost savings.

For U-CAN students who selected to begin their post-secondary plans at the community college level and are interested in attending a four-year HBCU institution as a transfer student, they may do so with 60 credits. Our staff will monitor their community college tenure and will be available to assist students during the transfer process to a four-year HBCU.

Professional Development Dates

Once dates are finalized, any requested date or session changes should be made in writing in advance of scheduled date. Any requested changes must be approved by United College Action Network, Inc. **Note:** Should inclement weather impact service delivery, United College Action Network, Inc. will make good faith efforts to reschedule with **NUSD**.

Performance Data Reporting

United College Action Network will provide a Mid-Year Performance Progress Data Report on or before February 7, 2019 and an End of the Year Performance Data Report on or before June 25, 2019. Additionally, as requested, our administrative staff will share updated monthly case management logs with designated District program supervisory staff.

Payment Schedule

The specific fee requested by the United College Action Network, Inc. for services provided to program students attending any NUSD high school and their families is Sixty-four Thousand and Five Hundred Dollars (\$64,500.00).

U-CAN will invoice NUSD for one (1) initial payment of Twenty Eight Thousand and Five Hundred Dollars (\$28,500.00) and nine (9) equal payments of Four Thousand Dollars (\$4,000.00) for services provided according to the schedule below:

Monthly Services Provided	Monthly Invoice Submitted	Request Payment on/before Date
September 2018	September 21, 2018	October 15, 2018
October 2018	October 26, 2018	November 16, 2018
November 2018	November 30, 2018	December 15, 2018
December 2018	December 15, 2018	January 15, 2019
January 2019	January 25, 2019	February 16, 2019
February 2019	February 23, 2019	March 16, 2019
March 2019	March 22, 2019	April 12, 2019
April 2019	April 23, 2019	May 17, 2019
May 2019	May 24, 2019	June 14, 2019
June 2019	June 15, 2019	July 2, 2019

All payments should be sent to:

United College Action Network, Inc.

PO Box 5249

Fair Oaks, CA 95628

Phone: 916-896-3000 Fax: 916-900-7988

Contract/ Billing Contact

Name	Email	Phone

Department Contact

Name	Email	Phone

Reservation of Intellectual Property

All materials developed or provided by U-CAN (dba United College Action Network, Inc.) or its agents pursuant to this Agreement, and any know-how, methodologies, equipment, or processes used by United College Action Network, Inc. to provide the Services to **NUSD** including, without limitation, all copyrights, trademarks, trade secrets, and other proprietary rights are and will remain the sole and exclusive property of United College Action Network, Inc. Unauthorized copying, reverse engineering, and creating unauthorized derivative works based on such materials are expressly forbidden except as outlined in this Agreement.

Contractor is aware of the provisions of Education Code Section 45125.1 and will comply with such provisions before commencing performance of the work of this agreement. Fingerprinting and background clearance is required for Contractors employees, mentors, volunteers, subcontractors, or staff who may have contact with District pupils in the course of performance pursuant to this agreement.

Hold Harmless. Each party agrees to and does hereby indemnify and hold harmless the other party and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of an injury to or death of any person(s) or damage to or loss of any property caused by any act, neglect, default, or omission of the indemnifying party, or any person, firm or corporation employed by the indemnifying party, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Contract, whether said injury or damage occurs either on or off the indemnifying party's property. Each party at its own expense, cost and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against its governing board, officers, or employees in any action, suit, or other proceedings resulting from activities described above.

CAgreement

United College Action Network, Inc. (dba U-CAN) and Natomas Unified School and United College Action Network) agree to the above scope of services. This scope of services may only be changed in writing and must be signed by both parties. By signing this agreement, you attest that you are authorized to sign on behalf of Natomas Unified School and United College Action Network).



United College Action Network, Inc.

NUSD Representative

President/CEO

Title

Title

4/9/2019

Date

Date

Please return a signed copy of this agreement and a Purchase Order (if applicable) to Barbara Evans, Deputy Director, via email at bemea@surewest.net or via fax at (916) 900-7988

Attachment: Exhibit A

2018-19 U-CAN CAP Grade Levels Services	
Juniors	Seniors
<ul style="list-style-type: none"> • Monthly meetings will be scheduled at four (4) sites once each month for one class period or after school for an hour (December-May) • Documented monthly follow-up by U-CAN staff by telephone, text, emails • Recorded attendance • Required events participation each month • Three (3) parent updates via email, text, USPS and/or phone call • All participants will register and take the CCGI Career Interest Inventories. Results will be reviewed with students and parents/guardians • Up to 30 juniors will be invite to participate in a one (1) week Summer Bridge Program <p>*Juniors will focus on exploring career options to support choices for college majors</p>	<ul style="list-style-type: none"> • Monthly meetings will be scheduled at four (4) sites once each month for one class period or after school for an hour (September-May) • Documented monthly follow-up by U-CAN staff by telephone, text, emails • One-on-one conferences with students, families and college officials, as needed • 24/7 access to U-CAN support team • Monthly parent/guardian updates via email, text, USPS and/or phone call • U-CAN staff will attend training and serve as volunteer assistants at annual Cash for College Nights at selected high schools • All participants will register and take the CCGI Career Interest Inventories. Results will be reviewed with students and shared with parents/guardians
CAP Grade Level Presentations and Activities	
Juniors List	Seniors List
<ul style="list-style-type: none"> • Register/Complete UCAN File: services/activities. • Introduction to: <ul style="list-style-type: none"> ▪ Register and participate in monthly CCGI Career and College Prep Activities (online program) or other comparable activities ▪ College/university majors/minors, degrees exploration activities ▪ The college admissions and application process. ▪ Financial Aid/FAFSA. ▪ Time management. ▪ Letters of recommendations ▪ College essays ▪ Finding, selecting and applying for college scholarships ▪ Evaluate colleges/virtual tours ▪ SAT/ACT prep classes. ▪ Monitoring grades and transcripts 	<ul style="list-style-type: none"> • Register/Complete UCAN File: services/activities. • Continued Support and personalized assistance with all areas listed under the “Juniors List” • Student/parent consultations <ul style="list-style-type: none"> ▪ FAFSA ▪ Selecting the Right Post-Secondary Option ▪ Financial Aid - Paying for College 101 ▪ “Helping Your Homesick Child Stay in College” • Course selection assistance • Pairing career options with majors and colleges of choice • Admissions and scholarship eligibility. • Transcript review • Coaching/mentoring support • Scholarship reach, coordination and selection. • College application assistance • Financial aid application assistance • Assistance with acquiring college application waivers • Housing Assistance with HBCUs • Invitation to attend U-CAN SAT/ACT Prep Classes

NON-DISCLOSURE AGREEMENT
Natomas Unified School District (NUSD)

Check Type:
Employee

Contractor

Consultant

Other

THIS AGREEMENT (the "Agreement") is made between the Natomas Unified School District ("NUSD") and United College Action Network Inc. ("DISCLOSEE"), and entered into this 4 day of June 2018 for the purpose of Student college Prep support Program ("Project Title"). U-CAN College Admissions Prep (CAP) Program

NUSD and DISCLOSEE are considering entering into a business relationship with each other. In connection with discussions and negotiations regarding the potential business relationship, NUSD may disclose to DISCLOSEE certain Confidential Information (as defined below), which Confidential Information is proprietary, secret, nonpublic and confidential. The purpose of this Agreement is to protect such Confidential Information by setting forth the terms and conditions upon which NUSD is willing to disclose such Confidential Information to DISCLOSEE and the obligations that DISCLOSEE hereby accepts and agrees to abide by following the disclosure of such Confidential Information to DISCLOSEE.

In consideration of the mutual promises and covenants contained in this Agreement and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. Confidential Information and Confidential Materials

- (a) "Confidential Information" means nonpublic information that NUSD designates as being confidential or which, under the circumstances surrounding disclosure, ought to be treated as confidential. "Confidential Information" includes, without limitation, information relating to released or unreleased NUSD mailing lists or contact lists and the marketing or promotion of any NUSD event, information of a confidential nature of, about, or concerning the students or personnel of NUSD, business of NUSD or its manner of operation, which may include Proprietary Information, such as student records, tax records and other financial information concerning NUSD and NUSD's employees, officers, directors, shareholders, students, lists or other written records used in NUSD's operations, investment information, compensation paid to employees and other terms of employment, personnel records, and information received by NUSD from third parties subject to NUSD's duty to maintain the confidentiality of such information and to use it only for certain limited purposes.

- (a) "Confidential Information" shall include all personally identifiable student information protected under the Family Rights and Privacy Act (FERPA), California Education Code 49073.1, and NUSD Board Policy 5125.
- (b) "Confidential Information" shall not include: (i) any information that is or subsequently becomes available to the public without DISCLOSEE's breach of any obligation owed to NUSD; or (ii) any non-confidential information that became known to DISCLOSEE from a source other than by breach of an obligation of confidentiality owed to NUSD
- (c) "Confidential Materials" means all tangible materials containing Confidential Information, including without limitation written or printed documents, computer media, data files, and other related items.

2. Disclosee's Promise of Secrecy

- (a) DISCLOSEE agrees to keep strictly confidential all Confidential Information and Confidential Materials governed by this Agreement. DISCLOSEE agrees not to disclose such Confidential Information and Material to any person, organization, representative, entity, business, manufacturer, designer or corporation other than those individuals reasonably necessary for the purpose NUSD is using DISCLOSEE.
- (b) DISCLOSEE agrees it does not intend nor will it, directly or indirectly, export any Confidential Information or Materials or products to any person, entity, business, manufacturer, designer or corporation who DISCLOSEE knows or has reason to know will utilize them in an unacceptable manner.
- (c) DISCLOSEE shall not disclose or through knowing inaction fail to prevent disclosure of any Confidential Information or Materials to third parties during the contractual relationship between DISCLOSEE and NUSD and after termination of this contractual relationship. However, DISCLOSEE may disclose Confidential Information in accordance with judicial or other governmental orders, provided DISCLOSEE shall give NUSD reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent issued on behalf of NUSD.
- (d) DISCLOSEE shall not share or use any of NUSD Confidential Information and Confidential Materials to engage in any targeted marketing or advertising.

3. Security of Confidential Information and Materials

- (a) DISCLOSEE shall take all reasonable measures including the training of DISCLOSEE's staff, to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information and Confidential Materials. Without limiting the foregoing, DISCLOSEE shall take at least those measures that DISCLOSEE takes to protect its own confidential information. DISCLOSEE may disclose Confidential Information or Confidential Materials only to DISCLOSEE's consultants on a need-to-know basis.

DISCLOSEE shall execute appropriate written agreements with its consultants sufficient to enable it to comply with all the provisions of this Agreement. DISCLOSEE shall not disclose any Confidential Information or Confidential Materials to any third party other than the consultants mentioned herein, without the prior written consent of NUSD.

- (b) Confidential Information and Confidential Materials may be disclosed, reproduced, summarized or distributed only in pursuance of DISCLOSEE's actual use of such information or material. Such information or material, if distributed, must be collected and securely contained by DISCLOSEE.
- (c) Compliance with the Security of Confidential Information and Materials shall not, in itself, absolve the DISCLOSEE of liability in the event of an unauthorized disclosure of Confidential Information and Confidential Materials.

4. Return and Destruction of Materials.

All documents and other tangible objects containing or representing Confidential Information and all copies thereof which are in the possession of DISCLOSEE shall be and remain the property of NUSD and shall be promptly returned or destroyed upon NUSD's request. Documents prepared by DISCLOSEE using Confidential Information, or derived therefrom, shall be destroyed upon request of NUSD. Written confirmation of destruction of Confidential Information as requested by NUSD shall be provided by DISCLOSEE to NUSD.

5. Rights and Remedies

- (a) DISCLOSEE shall notify NUSD immediately upon discovery of any unauthorized use or disclosure of Confidential Information and/or Materials, or any other breach of this Agreement by DISCLOSEE, and will cooperate with NUSD in every reasonable way to help NUSD regain possession of the Confidential Information and/or Materials and prevent its further unauthorized use. DISCLOSEE shall, upon request, provide opportunity for NUSD, or the owner of information such as a student or student's parent/guardian, to review, update, and or correct erroneous information contained in any pupil records. DISCLOSEE shall assist NUSD in the notification of students and parents/guardians in the event of unauthorized disclosure of pupil records.
- (b) DISCLOSEE acknowledges that monetary damages may not be a sufficient remedy for unauthorized disclosure of Confidential Information and that NUSD shall be entitled, without waiving any other rights or remedies, to such injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.

6. Miscellaneous

- (b) NUSD and the DISCLOSEE are jointly responsible for ensuring the protection of personally identifiable student information in compliance with the Family Rights and Privacy Act (FERPA). The DISCLOSEE acknowledges that it shall not take any action that may cause the DISCLOSEE or NUSD to be out of compliance with FERPA, California Education Code 49073.1, or NUSD Board Policy 5125.
- (c) All Confidential Information and Materials are and shall remain the property of NUSD. By disclosing information to DISCLOSEE, NUSD does not grant any express or implied right to DISCLOSEE to or under NUSD Confidential Information and Materials. Further, the delivery and disclosure of Confidential Information and Materials does not constitute a License permitting DISCLOSEE to use said Information and/or Materials for any purpose other than that allowed by NUSD as specified above.
- (d) This Agreement constitutes the entire agreement between the parties with respect to subject matter hereof and merges all prior discussions between them as Confidential Information. It shall not be modified except by a written agreement dated subsequent to the date of this Agreement date and signed by both parties.
- (e) None of the provisions of this Agreement shall be deemed to have been waived by any act or acquiescence on the part of NUSD, its agents, or employees, but only by an instrument in writing signed by an authorized officer of NUSD. No waiver of any provision of this Agreement shall constitute a waiver of any other provision(s) or of the same provision on another occasion.
- (f) If either NUSD or DISCLOSEE employs attorneys to enforce any rights arising out of or relating to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees. This Agreement shall be constructed and controlled by the laws of the State of California, and DISCLOSEE further consents to jurisdiction by the state and federal courts sitting in Sacramento County in the State of California. Process may be served on either party by U.S. Mail, postage prepaid, certified or registered return receipt requested.
- (g) Subject to the limitations set forth in this Agreement, this Agreement will inure to the benefit of and be binding upon the parties, their successors and assigns.
- (h) If any provisions of this Agreement shall be held by a court of competent jurisdiction to be illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.
- (i) All obligations created by this Agreement shall survive change or termination of the parties' business relationship.

7. Suggestions and Feedback

NUSD may from time to time request suggestions, feedback or other information from DISCLOSEE concerning Confidential Information or concerning released NUSD Confidential Information and Materials. Any suggestions, feedback or other disclosures made by DISCLOSEE are and shall be entirely voluntary on DISCLOSEE's part and shall not create either any obligations on the part of NUSD or a confidential relationship between DISCLOSEE and NUSD. NUSD shall be free to disclose and use DISCLOSEE's suggestions, feedback, or other information as NUSD sees fit, entirely without obligation of any kind to DISCLOSEE.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

DISCLOSEE	Superintendent's Designee
<u><i>Barbara L. Evans</i></u>	Signature _____
<u>BARBARA L. EVANS</u>	Print Name _____
<u>6/7/2018</u>	Date _____
<u><i>United College Action Network One</i></u>	Representing _____
<u><i>2750 Kasin Court Ste 20</i></u>	Address _____
<u><i>Sacramento CA 95834</i></u>	City/State/Zip _____
<u><i>916-591-8558 or</i></u>	Phone/Fax _____
<i>916-896-3000 office</i>	
<i>916-900-7988 FX</i>	