

SAN MATEO UNION HIGH SCHOOL DISTRICT
Approval of Consulting Agreements, Contracts, and Invoices over \$25K
Submitted to the Board of Trustees on 8/8/19

Vendor	Site	Description	Funding Source	Amount
The Event Group	SMHS	Prom Agreement	SMHS Class of 2020	\$47,250.00
Spec. Ed Settlement	Spec. Ed.	Settlement Agreement	General Fund-Spec. Ed.	\$55,000.00
Communicaid	Spec. Ed.	Translation Services (additional increase to contract amount that was approved on 4/18/19)	General Fund-Spec. Ed.	\$80,000.00
EVAlGroup	Spec. Ed.	Contracts (3) for School Psychologists	General Fund-Spec. Ed.	\$559,687.50
Souto Brothers	HHS	Provide labor and materials to remove and replace the existing north and south concrete ramps	General Fund-Maintenance	\$39,595.50
Sodexo Food Service Management Agreement	Food Service	Establish a purchase order for ongoing Food Service Mgmt Agreement	Fund 13-Nutrition	\$622,593.00
National Equity Project	Districtwide	Professional development sessions on implicit bias and culturally responsive leadership with Administrators, IC's and Classified staff for 2019-20	General Fund-Instruction	\$68,000.00
SchoolMint	Student Services	Master Service Agreement for Strategic Enrollment Management platform for enrolling students for 1 year	General Fund-Student Services	\$25,725.00
KidzJet, Inc.	Spec. Ed.	Provide transportation to/from NPS-Cypress School and home (2) ISA	General Fund-Spec. Ed.	\$111,393.33
Individual Services Agreement	Spec. Ed.	Non-public School AchieveKids	General Fund-Spec. Ed.	\$229,728.00
Individual Services Agreement	Speci. Ed.	Education, Intensive Individual Services/Language/Speech & Occupational Therapy for students (4)	General Fund-Spec. Ed.	\$390,990.10
Transstar	Spec. Ed.	Provide transportation to/from home and Serramonte Shopping Center	General Fund-Spec. Ed.	\$31,980.00
Individual Services Agreement	Spec. Ed.	Pay education cost at NPS-Palo Alto Preparatory School (1) ISA	General Fund-Spec. Ed.	\$62,390.00
Individual Services Agreement	Spec. Ed.	Pay education cost at NPS-Beacon School	General Fund-Spec. Ed.	\$52,961.00
Individual Services Agreement	Spec. Ed.	Pay Education, Intensive Individual Services, Language/Speech and Occupational Therapy for students attending NPS (2) ISA	General Fund-Spec. Ed.	\$154,037.00
			Total	\$2,531,330.43

**SAN MATEO HIGH SCHOOL
APPROVAL REQUEST**

To: Kevin Skelly

Date: July 8, 2019

From: Jenelle Vazquez

Site: San Mateo High School

Number of Quotes: 1

Funding Source: SMHS Class of 2020

Reason for proposal: Prom Agreement

Total: \$47,250.00

Please review and approve the attached event agreement from The Event Group for the SMHS Class of 2020 Prom on April 18, 2020.

Thank you,

Jenelle
x2320

EVENT AGREEMENT

PRELIMINARY

TRANSACTION DATE: JUNE 20, 2019 DATE OF EVENT: APRIL 18, 2020 [SAT]

CLIENT: SAN MATEO HIGH SCHOOL

ADDRESS: 506 N. DELAWARE STREET, SAN MATEO, CA 94401

SCHOOL PHONE: 650.558.2399 [FAX]: 650.558.2532

ORGANIZER: MS. SHOSHANA KALINSKI

FUNCTION: SENIOR PROM

ATTENDANCE: UP TO 525 MINIMUM GUARANTEE: 500

ARRIVAL TIME: 7:30 PM EVENT TIME: ~~7:30-11:30 PM~~ INITIALS _____

COST: \$90.00 PER PERSON

- FOUR HOURS EXCLUSIVE USE OF THE ASIAN ART MUSEUM W/ 1 GALLERY
(Located at: 200 LARKIN STREET – SAN FRANCISCO)
- GOURMET DESSERT DISPLAY (For 250 people)
- UNLIMITED SODAS, STILL OR SPARKLING WATER AND COFFEE
- DISC JOCKEY [OF YOUR CHOOSING] WITH LIGHT SHOW
- LIMITED TABLES, CHAIRS, LINENS
- FLORAL CENTERPIECES
- ADDITIONAL INSURANCE (Required by the facility)
- ALL SET UP AND CLEANING
- EVENT GROUP HOST, STAFF AND SECURITY

FINAL COUNT IS DUE BY 4/08/20. Any count given after this date may be charged a 10% surcharge.

NON-REFUNDABLE DEPOSIT & PAYMENTS:

Deposit: \$10,500.00 on or before 8/30/19

Deposit: \$8,500.00 on or before 1/15/20

Half Final Min. Balance: \$13,000.00.00 on or before 3/18/20

Final Min. Balance: \$13,000.00.00 on or before 4/24/20

(The Event Group reserves the right to cancel any event if half the minimum balance due is not received one week prior to the event date.)

(Based on minimum guarantee only – payment for all guests due)

Two chaperones per 100 students are complimentary. Any additional people brought by your group, including service vendors, must be paid for. **Cancellation policy:** All deposits and payments are non-refundable.

Please make checks payable to: "THE EVENT GROUP".

THIS AGREEMENT IS SIGNED AND THEREBY ACCEPTED ON: _____

BY: _____ TITLE: _____

EVENT AGREEMENT

EVENT CONTRACT TERMS FOR LAND & WATER BASED VENUES

1. The selling, disposing or dispensing of all food, beverage, and services is reserved to The Event Group, Inc. The client will make no arrangements for the selling, disposing or dispensing of any food; beverage or services with anyone but The Event Group, Inc.
2. Client hereby agrees that no guest or agent shall bring on the premises any article of an inflammable nature, explosives, firearms, illegal substances, or articles of a dangerous or damaging nature. Client shall be liable for all damage resulting therefrom. The Event Group, Inc. reserves the right to have confiscated all such articles brought in.
3. A guest count shall be made at the entrance and must be accepted as final. All guests must be paid for. Client shall not carry guests in excess of stated limit for the facility.
4. Client agrees to indemnify and hold The Event Group harmless from any and all liability, loss or damage client may suffer as a result of cancellation or interference with client's scheduled event, other than the willful actions of The Event Group, Inc.
5. Any misconduct, illegal gambling, possession of unauthorized alcohol, or illegal substances will not be tolerated and an immediate termination to the event will be ordered by an Event Group representative, in which event client shall be responsible for full payment of event.
6. Client shall pay the replacement value of all property and equipment lost or stolen and the cost of repairing all damages to the facility, its furnishings, equipment, etc. caused by client, its agents or guests.
7. The Event Group, Inc. shall not be responsible for any injury suffered by the client, its agents or guests either in person or in property other than by reason of the negligence or willful misconduct by any person or persons employed directly by The Event Group, Inc. on the premises. The Event Group, Inc. shall further have no responsibility for loss or damage to the personal property of client, its agents or guests.
8. Student groups under 18 years of age must be chaperoned by parents, faculty or staff members. The Event Group, Inc. reserves the right to refuse admittance to the facility to any guest or agent of the client at The Event Group, Inc's sole discretion.
9. The Event Group, Inc. is not responsible for fire, damage, or loss whatsoever to any vehicle while patron is attending event. Further, The Event Group, Inc. is not responsible for any personal injuries sustained in the parking areas adjacent to or provided for by the event location.
10. All terms and payment deadlines must be adhered to unless written approval permitting alterations, inclusions or exclusions has been authorized by The Event Group, Inc.
11. The parties agree that in the event that client were to cancel this contract with less than twelve (12) months prior written notice from the contracted date, The Event Group, Inc. would sustain damages, costs and lost profits in an amount which is difficult to calculate or ascertain. Therefore, should client cancel the contract and/or event with less than twelve (12) months prior written notice to The Event Group, Inc., then client's deposit and minimum guarantee payments as called for in this agreement shall be retained and/or collected by The Event Group, Inc., as liquidated damages for client's failure to timely cancel the event. In addition, should client make any changes to the event date and/or time of the event, less than fifteen (15) days prior thereto, client shall be responsible to compensate The Event Group, Inc. for all production costs, vendor cancellation fees, venue cancellation fees as well as legal charges and any and all additional costs that may be associated with such change.
12. This agreement represents the final and complete agreement for the rental of the facility and all prior written and oral agreement with respect to the rental of the facility are superseded by this agreement. Any modification or addition to this agreement must be in writing and signed by both parties.

The Event Group, Inc., being independent of all land based facilities and vessel owners, carries full liability protection for its patrons.

The Event Group, Inc. is merely a ground operator/broker that provides contractual services on land based facilities and chartered vessels of various companies. The Event Group, Inc. thereby being an intermediary is operating under and legally bound to terms of the facility and vessel owner/operator.

PLEASE INITIAL TO ACKNOWLEDGE YOU HAVE READ AND AGREE TO ALL TERMS & CONDITIONS: **INITIALS** _____

Board Item – Closed Session

Board Date: 8/8/19

Department: Special Education, District Office

Cost: Not to exceed \$55,000

Funding Source: General Fund – Special Ed

Description: To reimburse parents for educational expenses as stated in settlement agreement.

SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS
San Mateo Union High School District vs. _____ regarding
Student

This Settlement and Release Agreement (Agreement) is between _____ (Student), her custodial parent _____ (Parent) and the San Mateo Union High School District (District) (collectively, Parties).

On or about August 15, 2018, a dispute arose between Parent and District regarding the appropriate educational placement for Student. In order to avoid the time and expense of litigating this dispute, the Parties have agreed to resolve this matter through this Agreement. This Agreement constitutes a full and final resolution of all claims and issues arising from or related to Student's educational program through the date of Student obtaining a high school diploma, including, but not limited to, all claims and issues raised.

The Parties, in consideration of the promises made herein, agree as follows:

- A. District's Obligations.** The District, upon the Governing Board's approval, shall reimburse Parent for the expenses incurred between June 5, 2018 and Student's graduation from high school. In no event shall the total reimbursement paid by the District pursuant to this Agreement exceed Fifty-Five Thousand dollars (\$55,000) ("Settlement Amount"). Reimbursement will be paid within 45 days of the District receiving proof of payment for the reimbursable expenses. Proof of payment may include invoices marked "paid," canceled checks or credit card statements and Parents may redact confidential financial information. All invoices pursuant to this Agreement that have not already been submitted to the district shall be submitted to the District not more than thirty (30) days after the date of the original invoice and/or receipt for which Parent is requesting reimbursement. Any invoice submitted more than 30 days after graduation shall not be reimbursed by the District.

1. Reimbursable Costs and Expenses, Including Limiting Conditions:

- a. Reimbursable Past Costs and Expenses:** Upon submission of proof of payment, the District shall reimburse the Parent up to Forty Five Thousand dollars (\$45,000) ("Reimbursement Costs"), from the total Settlement Amount, for tuition expenses paid by the Parent to Fusion Academy on Student's behalf from June 5, 2018 to date of execution of this Agreement. Parent agrees and understands that Seventeen Thousand Two Hundred and Thirty-Eight dollars (\$17,238) has already been paid to Parent for and from the total Reimbursement Costs, leaving Twenty Seven Thousand Seven Hundred Sixty Two dollars (\$27,762) in the remaining amount of available Reimbursement Costs. Parent understands and agrees that reimbursement for tuition expenses

paid for Student's attendance at Fusion Academy is subject to the following limiting conditions:

- b. **Acknowledgment of Private Placement.** Parent unilaterally selected to place Student at Fusion Academy. District makes no representation regarding the services provided at Fusion Academy, or the appropriateness thereof. Parties agree that Student will be considered a privately placed student from June 5, 2018 through the date Student obtains a high school diploma. The Parties understand and agree that Student intends to earn a general San Mateo Union High School diploma as of December 2019, however, the Parties also understand and agree that student may not graduate in the projected time frame. Parent agrees to keep the District informed of any delays as to projected graduation date. The parties further agree that Student's placement at a private school will not be considered "stay-put" in the event that a disagreement arises after the expiration of this Agreement.
 - c. **Residency Requirement.** The District's obligation under this Agreement remains as long as the District is the local educational agency responsible for serving Student under State and Federal special education laws based on Student and Student's custodial parent residing within the geographical boundaries of the District.
2. **Books and registration** fees for such classes;
 3. **Future Educational Expenses.** The District agrees to reimburse Parent for expenses incurred, up to the total Settlement Amount less Reimbursement Costs, for Student to obtain the 220 credits required for a general San Mateo Union High School diploma. These future educational costs will be no more than a total of Ten Thousand dollars, (\$10,000) ("Future Costs") from the total Settlement Amount, to be reimbursed by the District upon proof of payment by Parent, according to the terms of Section I.A. Any future costs incurred by Parent beyond the Future Costs limit will be the sole responsibility of Parent.

4. **Future IEPs.** Parent agrees the District shall not have any responsibilities to complete any assessments of Student nor have any other requirements associated with Student's IEP except to update the annual IEP for each of the school years Student remains a high school student, in a manner such as to satisfy the reporting requirements for the California Department of Education ("CDE"), which shall include an update to baselines and IEP goals as provided by Fusion. Parent agrees that the annual IEP meeting will only include one representative from the District, which shall be the administrative designee who shall be responsible for scheduling the meeting at a mutually agreeable time and date with the Fusion and Parent. Parent may invite whomever she would like to assist in the development of the IEP. In addition, once Student receives a regular high school diploma, in accordance with the IDEA, the District will have no further responsibility to provide Student with a FAPE and the District's responsibilities under this Agreement will discontinue.

B. Parent's Obligations.

1. Parties agree that Student will be considered a privately placed student from Summer 2018 through December 31, 2019.
2. Parent agrees to submit additional proof of attendance from Fusion Academy along with requests for reimbursement, upon request of the District. Parties acknowledge and agree that requests for reimbursement will not be valid and will not be processed without submission of proof of attendance for the relevant time period. "Attendance" refers to Student's general enrollment and attendance at Fusion. Proof of attendance does not require submission of Student's daily, or per class, attendance at Fusion.
3. If the Student ceases to be a resident of the District, Parent must notify the District Director of Special Education, or similar position, in writing within fourteen (14) calendar days of ceasing to be a resident of the District. Parent also must reimburse the District for the pro-rated portion any sums paid or reimbursed for services obtained after Student was no longer a resident of the District.
4. Parent agrees to re-register with the District and show acceptable proof of residency per District policies at least thirty (30) days prior to the start of each District school year or school year for Fusion Academy, whichever occurs first, during the duration of this Agreement. Parent acknowledges and agrees that failure to re-

register Student as described herein will relieve the District of any obligation to pay or reimburse for services provided during the time period for which Student was not registered with the District during an academic school year occurring during the duration of this Agreement.

5. Upon the date of execution of this Agreement, the "stay-put" will be a school within the District.
6. Parent affirms that she has the sole right to reimbursement of the Settlement Amount. Parent further agrees that she will defend and indemnify the District in any action brought by _____ for reimbursement of funds already paid by the District and reflected in the Settlement Amount.

C. General Release. Parent agrees to accept the consideration stated above as full and complete settlement of all potential claims through the date Student obtains a high school diploma, related to the District's provision of a free and appropriate public education to Student pursuant to the Individuals with Disabilities Education Act, the Rehabilitation Act, the California Education Code, any like or similar laws and their respective implementing regulations. Parent agrees that this Agreement constitutes a waiver of all claims related to special education placement and services, including but not limited to, child find claims, mental health claims, claims related to placement, related services, transportation and lodging for Student or Parents, uniforms and supplies, field trips, independent educational evaluation, ESY services, private tutoring and attorneys' fees to date and through the date Student obtains a high school diploma. Excluded from this release are the following: claims for enforcement of this Agreement and any prospective tort claims unrelated to Student's educational program.

D. Placement: Nothing in this Agreement shall be construed as the District's endorsement of Fusion Academy. Nothing in this Agreement is an acknowledgement that Fusion Academy is a FAPE placement. This Agreement is not a waiver of the District's right to offer FAPE placement at one of its schools within the District.

E. Release of Unknown Claims. In agreeing to the above, Parent is on notice and acknowledges her understanding and knowledge of the provisions of section 1542 of the California Civil Code and expressly and specifically waive all rights, benefits, and remedies under that section. Section 1542 states as follows:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor or released party.

Initials: _____

F. Execution of Other Documents. Each party shall cooperate fully in the execution of any and all other documents and the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

G. Costs and Attorneys' Fees. Except as otherwise set forth in this Agreement, the Parties agree to bear their own costs and attorneys' fees.

H. Controlling Law and Venue.

1. This Agreement constitutes a contract enforceable under the laws of the State of California. However, the Parties agree that the prevailing party in any action to enforce the terms of this Agreement shall not be entitled to recover fees and costs, if any.
2. Notwithstanding the foregoing, no party may file an action to enforce the terms of this Agreement unless (i) the party seeking to file the action shall first have provided the other party with written notice of the intent to file an action and comprehensive description of the alleged breach, and (ii) a period of thirty (30) days shall have elapsed between delivery of such notice and the filing of any action to permit the alleged breaching party has sufficient opportunity to cure such alleged breach.
3. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

I. Entire Agreement. Each party acknowledges that it has the right to be represented and advised by legal counsel and/or an advocate, and that this Agreement constitutes the entire agreement between the parties and is executed freely and voluntarily by Petitioners and the District. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement. No other promises, agreements, or statements shall be binding unless signed by the person or entity to be bound.

J. No Admission of Liability. Each party agrees and acknowledges that neither this Agreement nor the settlement negotiations which led to it are intended to be, and shall not be deemed, construed, nor treated in any respect, as an admission of liability or any other matter by any party, person, or entity for any purpose. No party shall be deemed the "prevailing party" in this case or in any other action or proceeding arising from, or related to, the issues and claims raised in this case.

K. Authority. Each of the signatories warrants that he/she is authorized to sign this Agreement on behalf of the party for whom he/she signs and binds that party to the terms of this agreement.

L. Confidentiality. By their signatures, the parties acknowledge that they will carry out the terms of this Agreement, which shall be maintained as a confidential document by all parties except as required by law. However, for purposes of implementation and enforcement of the Agreement, the parties mutually consent to the disclosure and admissibility of this Agreement.

M. Signatures in Counterparts. This Agreement may be signed in counterparts, such that signatures appear on separate signature pages. A copy or original of this document with all signature pages appended together shall be deemed a fully executed Agreement.

N. Effective Date. This Agreement shall be effective upon execution of the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date set forth below:

Date: June 19, 2019

Date: 7-29-19



Carolyn Schwartzbord, Director of Special Education
San Mateo Union High School District

BOARD ITEM
(Over \$25,000)

Date: 7/24/19

To: *Board for Approval*

From: *Anna Tang / Carolyn Schwartzbord*

Site: *District Wide*

Number of Quotes: *NA*

Funding Source: *General Fund – Special Ed*

Reason for proposal: *Translation Services*

Amount: *\$80,000 (Additional)*

The Board has already approved \$80,000 on April 18, 2019.

Please approve the attached contract from Communicaid.

Req 6



Communicaid Inc
1550 The Alameda, Suite 332
San Jose, CA 95126
Tel: (408) 287-8853
Fax: (408) 516-5266
Fed Tax: ID#26-0014244



Attn. Nora Barrientos
San Mateo Union High School District
650 N. Delaware Street,
San Mateo, CA 94401

March 29, 2019

Dear Ms. Barrientos,

We appreciate the opportunity to continue Translation and Interpreting Services to San Mateo Union High School District. Attached is our firm's Proposal for supporting and servicing your language requirements.

For over 25 years, Communicaid Inc. has provided the highest quality language solutions to our clients. Communicaid provides a wide variety of industries, government agencies, and organizations with professional translation, localization, and interpretation services. More relevantly we work with many School Districts. Our staff has helped us earn the trust of our clients by providing high quality and reliable language services.

When contracting for language services, one needs to consider the quality and ability to deliver on-schedule in addition to the price. A badly translated document can result in liability, loss of good image and a costly reworking of the document. A document that is not delivered on schedule can ruin tight project timelines or worse. It is for these reasons that we have developed a world-class translation workflow that goes beyond the standard two-tier Translation model. Our process involves the additional steps of Proofreading and Editing by native speakers. Additionally, we utilize subject matter experts who are also accomplished linguists at all three steps (TEP) instead of the normal practice of having one translator review his/her own work. Our experienced project managers, coupled with our proprietary database and quality assurance workflow has allowed us to deliver 100% of our projects before or on the agreed upon delivery date.

We look forward to the opportunity to work with San Mateo Union High School District to support your language needs.

Our corporate contact information is listed above, but please contact me on my direct line (408) 416-1435 if you need any assistance or information.

Sincerely,

A handwritten signature in black ink, appearing to read "Stefan Huyghe".

Stefan Huyghe
Vice President

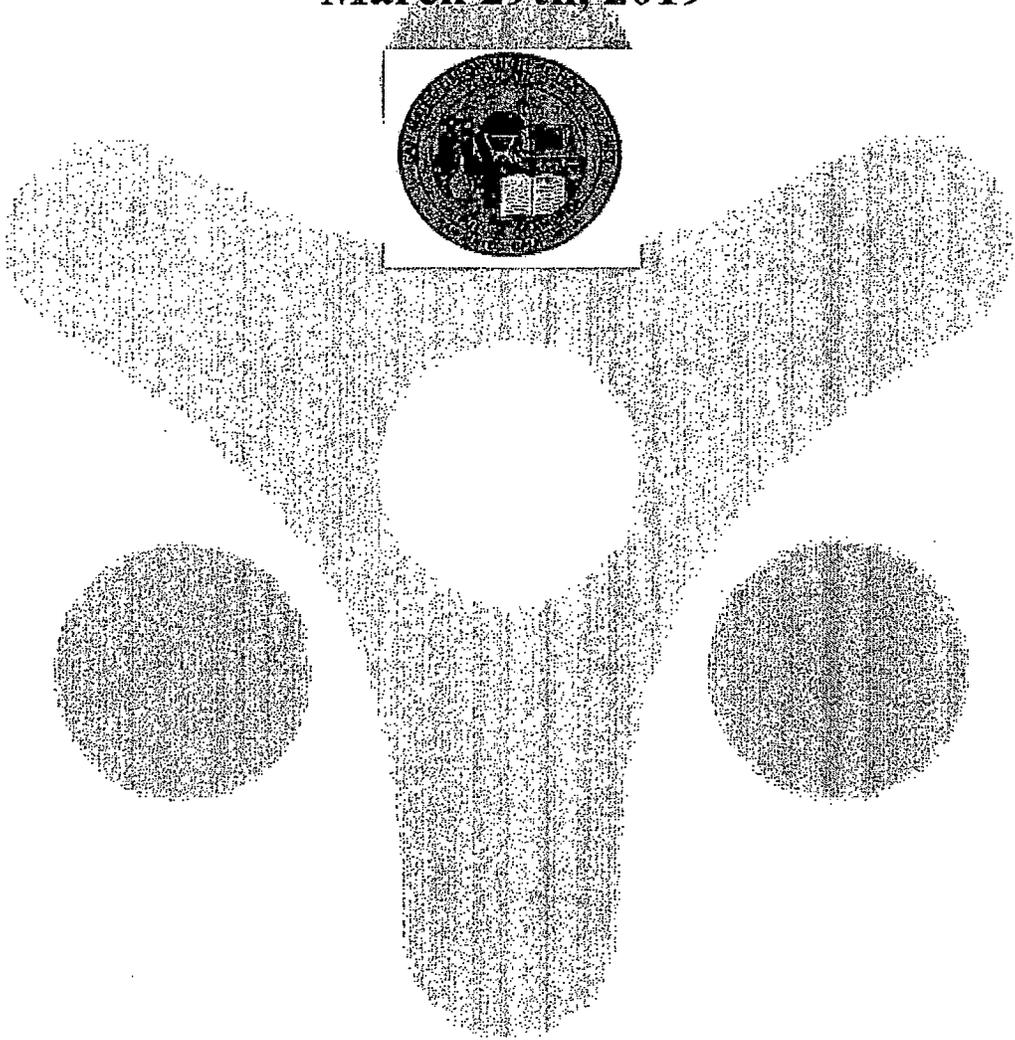
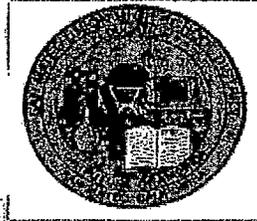


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Fed Tax: ID#26-0014244

Proposal for Translation and Interpreting Services

San Mateo Union High School District

March 29th, 2019

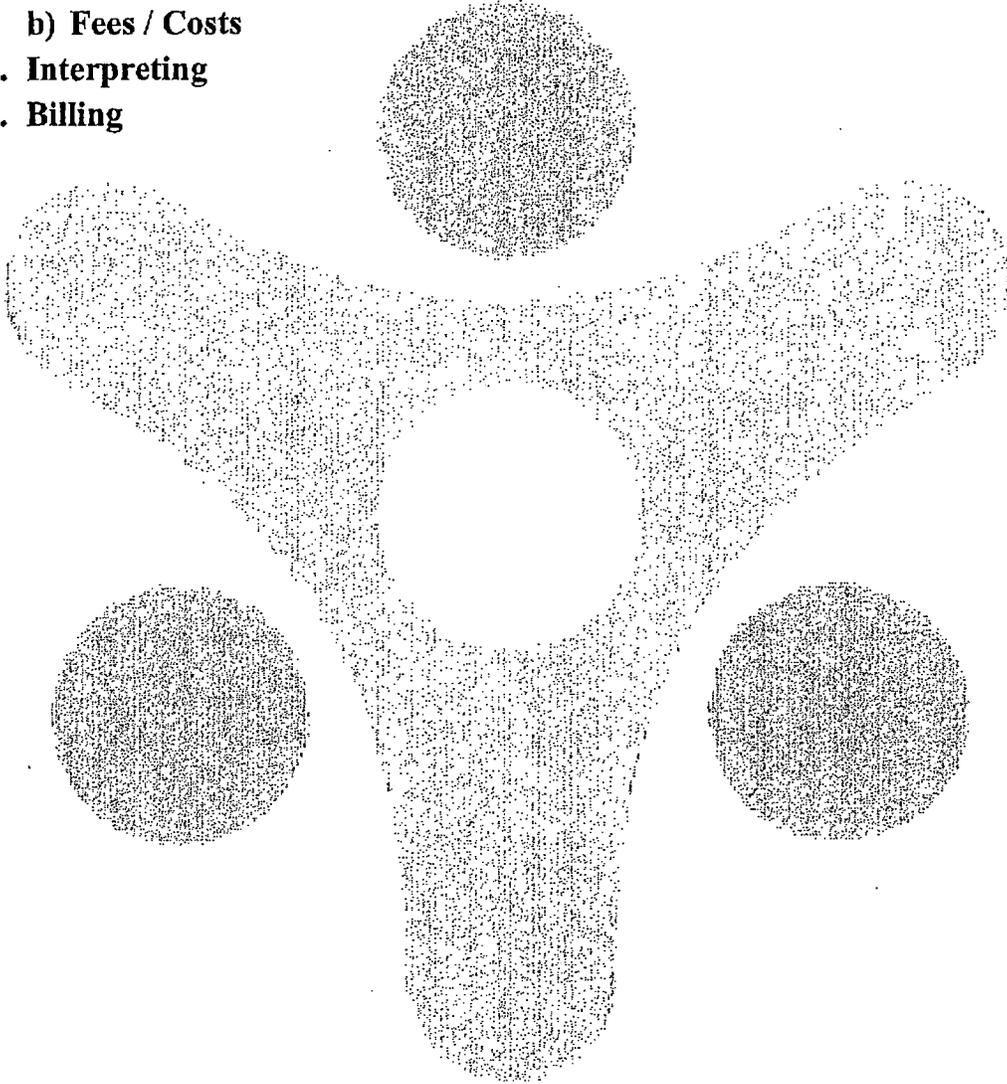




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Communicaid Inc
1550 The Alameda, Suite 332
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1. Organizational Structure and Corporate Policies

Communicaid Inc. is a privately-owned California corporation headquartered in San Jose, CA with offices in Southlake Texas. Founded in 1993 by Paula Madden, the company has been providing language solutions to government and private sector firms. Paula's accreditation as an interpreter was the foundation of the company's start in delivering interpretation services emphasizing involvement with legal and health care service providers. Today the company provides translation and localization services in addition to interpreting throughout the Bay Area and across North America.

Paula continues to manage the company as CEO. She has been recognized by Anthony Robbins and other organizations as a model of excellence for female small business entrepreneurship. Communicaid is currently in the process of achieving certification as a MWOBE through the Women's Business Enterprise National Council.

The company has revenues of several \$M per year and has 15 full time employees. Our employees work directly with our clients to manage and utilize our network of independent accredited and certified linguists to deliver high quality language services. Communicaid prides itself on providing accurate, timely, and trusted language solutions with a high degree of personalized service. Our website is located at www.communicaidinc.com

Communicaid's corporate vision focuses on building strong client relationships and commitment to employees and our community. We endeavor to "create a company culture that values all clients, employees, and stakeholders and fosters improved communication and understanding among the diverse communities that we serve and with whom we identify."

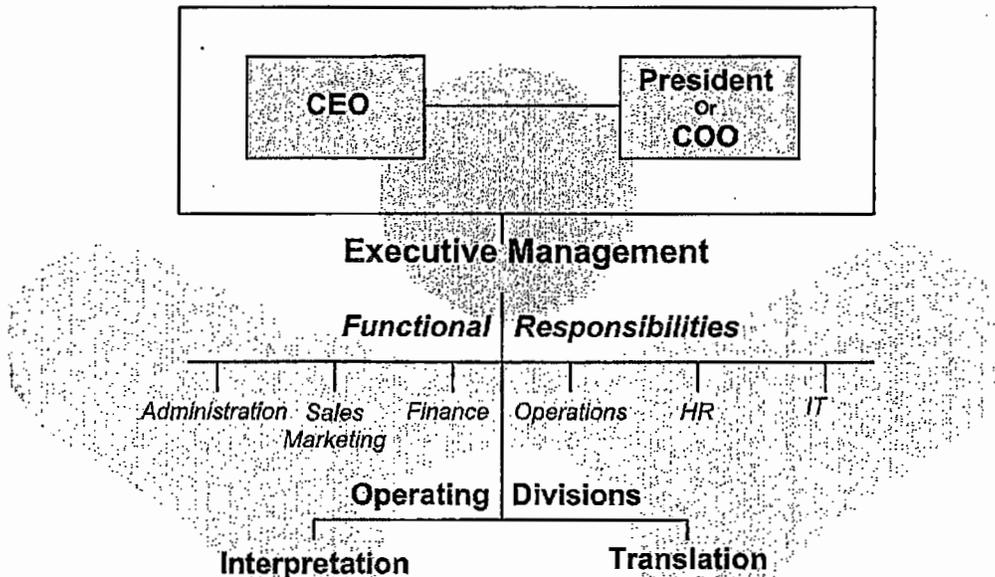
The company does not currently have any legal joint ventures or partnerships and does not anticipate being acquired within the next twelve months.

Communicaid is a:

- **Small Business**
- **Women-Owned Business**
- **Minority-Owned Business**

We are in the process of obtaining certifications for the above criteria.

Communicaid Org Chart



Management Philosophy

- a) We will build relationships with clients by working to know and understand their needs and objectives so that we deliver language services that are highly valued by our clients. We will emphasize the matching of client needs to our language expertise, vendor capabilities, and process management to deliver high-quality and "best fit" language solutions that facilitate our client's success.
- b) We will recruit, develop, and enable employees who represent the qualities of commitment and caring valued by our company. In so doing, we will build a team that ensures the highest levels of client satisfaction and participation in the development of our company.
- c) The company shall continuously work to improve and enhance its operational excellence. We shall invest in key areas of the company that will enable us to improve the quality and efficiencies of our services, the expertise of our people, and which will provide the capacity for further expansion and improvement.
- d) Create a company culture that values all clients, employees, and stakeholders and fosters improved communication and understanding among the diverse communities that we serve and with whom we identify.



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Dedicated Project Manager

Communicaid will assign a dedicated project manager to your account. This person will be running your projects operationally and will grow intimately familiar with your preferences and requirements.

Environmental Management Programs

Communicaid is a registered member of the Bay Area "Spare the Air" Employer Network Program which consists of employer coordinators informing our workforce of impending Spare the Air days, educating our employees about the ways individuals can improve air quality, and motivating them to take action.

Communicaid has joined the Santa Clara County Green Business Program, and expects to be certified as a Green Business in the near future. The Green Business Program assists local businesses in implementing sustainable practices in their business operations, including measures to prevent pollution, protect water quality, conserve water and energy, reduce generation of waste, and increase recycling.

Department of Labor "Equal Employment Opportunity"

According to the regulations stated in Executive Order 11246, companies with 50 employees or less are not subject to EEO requirements and thus cannot be certified. However, Communicaid is compliant with all the basic EEO requirements of a Federal Contractor.



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2. Translations

a) Placing Orders / Customer Service

1. Customer emails source file to Account Manager or uploads a project file to Communicaid's Sharefile Portal:

The client electronically transfers files to a dedicated, secure, and password protected folder on Communicaid's Sharefile Portal site. Files of any size may be uploaded to the portal, at any time.

Communicaid, Inc. - Windows Internet Explorer
https://communicaid.sharefile.com/
File Edit View Favorites Tools Help
Google
Communicaid, Inc.
communicaid
LANGUAGE SOLUTIONS
Login
Email:
Password:
 Remember me
Log In
[Forgot your password?](#)
McAfee SECURE
TESTED DAILY 08-SEP

2. Dedicated Project Manager receives notification:

The client dedicated Communicaid project manager will be notified of the new project and the file transfer to the portal, and retrieves the document.

3. Project Analysis:

The Project Manager will then work with our operations team to evaluate the project and determine the appropriate workflow.



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communicaid LANGUAGE SOLUTIONS	T1	T2	T3	T4	E1	T1+N	T2+N	T1+F	T2+F	T3+F	T1/T2+DTP	T1/T2+N+DTP	TC+T1	T1+WWW	T1+SOFT	T1+VO
Glossary Completion																
Translation Memory creation																
Scan Hardcopy																
Extraction to .doc		✓	✓	✓			✓		✓	✓	✓	✓				
Transcription																
Translation	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Editing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Proofreading	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clean Up Trados file/Update TM	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Proof of cleaned file	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Numeric Review						✓	✓	✓	✓	✓		✓				
"MS Office" Formatting							✓	✓	✓	✓						
Client Review (Translation)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
DTP (non MS Office)											✓	✓				
Galley Review											✓	✓				
Software Engineering															✓	
Linguistic QA														✓	✓	
Functional QA														✓	✓	
Client Review (formatting)											✓	✓		✓	✓	
Voice Actor Selection																✓
Timing of Scripts																✓
Studio Recording																✓
Post Editing																✓

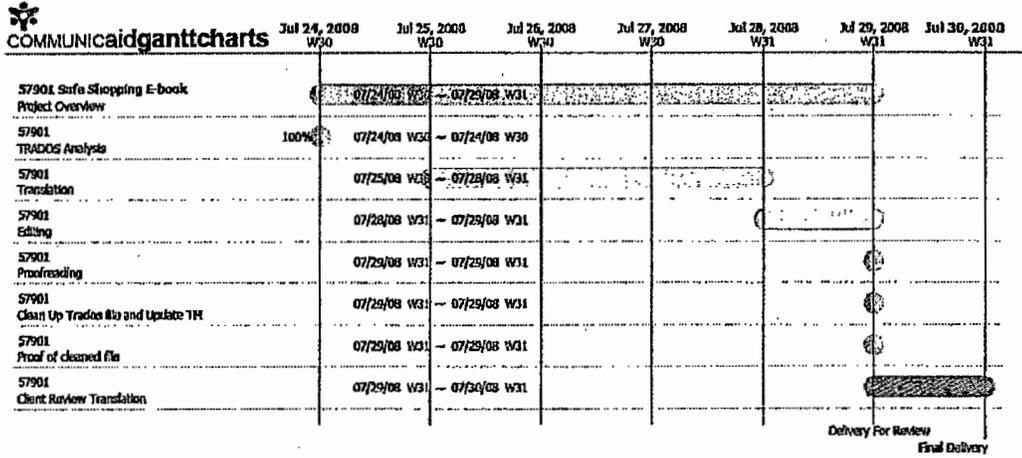
T1 = Standard Translation from editable MS Office document
 T2 = Standard Translation from PDF or non MS Office (not scanned)
 T3 = Standard Translation from clean, typed Hardcopy
 T4 = Standard Translation from low quality PDF or Handwritten text
 E1 = Editing and Proofing of existing translation
 T1/T2 + N = T1 + Numeric review
 T1/T2/T3 + F = T1 + formatting of MS Office files (lots of graphics, tables, graphs, bolding, etc.)

The analysis of the project includes factors such as format, word count, repetitions, and matches with prior work, and turnaround time requirements.

File	Reps & 100% Matches	95% - 99%	85% - 94%	Total
Combined Closing the Sale.ppt	123	153	165	1,167
Combined Opening the Sale.ppt	34	61	82	374
Combined Overcoming Objections.ppt	80	99	90	472
Combined Powerful Presentations.ppt	103	20	51	574
Combined Sales Track.ppt	31	9	3	131
Combined The Winning Solution.ppt	8	26	45	388
Combined Understanding Your Prospect.ppt	242	277	291	1,497
JHT Reasons to Own.ppt	582	56	64	2,939
SD Reasons to Own.ppt	1,338	56	39	3,176
TOTALS	2,541	757	830	10,718



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 Fed Tax: ID#26-0014244



4. Quote

A quotation with detailed project analysis and proposed production schedule is presented to the client for approval.

Quotation 58829

Making Accuracy and Service Beyond Words™

Communicaid Inc.
 2077 Gateway Plaza, Suite 220
 San Jose, CA 95110
 Tel: (408) 287-2653
 Fax: (408) 516-5266

Destination: Republic of Colombia (Bogota) Wednesday, May 13, 2009

ADN Admin Services
 100 Plaza Ave 3300
 Alamosa, CA 95025
 USA

Dear Mr. Strowick:
 Communicaid Puts you for the opportunity to submit this proposal to provide Translation services for Quality Rights California (Sanramento). Our goal is to develop a long-term, mutually beneficial relationship with you, our valued client. We strive to exceed your expectations. From Communicaid you can expect: 1) the highest quality language services in the industry 2) the most favorable terms 3) the most responsive customer service.

Communicaid is delighted to provide the following quotation for the below:

Line Items	From	To	Unit Price	# of Units	Totals
10 Annual Report 2008 - Translation	English	Spanish	\$5.125	10,191	\$52,481.38
20 Annual Report 2008 - Proofreading/Editing	English	Spanish	115.000	3	\$34,500.00
30 Annual Report 2008 - Proofreading/Editing	English	Spanish	145.000	8	\$11,600.00
40 Translation Review	English	Spanish	\$18.000	3	\$54,000.00

PROJECT SCOPE: (Please Initial for approval below)
 Translation and Desktop Publishing of Annual Report 2008
 Delivery Format: InDesign and PDF
 Turnaround: 7-8 business days upon sign-off provided all final source documents have been made available.
 TEP = Translation, editing, and proofing. All prices include complete translation, editing, and proofing services.
 Repetition Discount: We have applied a 7.5% discount based on the repetitions we found in the analysis of your source text.
 Volume Discount: We are happy to extend a 5% discount on total of \$24,900 to you.
 Revised Quotation: There is no additional charge for handling any one round of comments on our original quotation by your independent review team. All Review Fees were waived on this project. We have applied a \$325.00 discount.

Proof and Proof Subtotal	\$174.11
Subtotal	\$174.11
Taxes	\$0.00
Setup Fee	\$10.00
PM Date	\$200.00
Rev. Date	\$325.00
Other Date	\$0.00
Tot. Date	\$699.11
Total	\$12,246.38

INITIAL HERE

 Project Approved

The Quotation for the project has been reviewed and by signature of this document, is hereby agreed to in full and approved. All orders subject to terms and conditions as listed in Communicaid's enclosed addendum.

Communicaid® Quotation#: 58829

PO #: _____ Signature: _____

Name Firm: _____ Name: _____

_____ Title: _____

CREDIT CARD INFO
 Cardholder: _____

CC Number: **58829** _____

Best Regards,
 The Communicaid® Team



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5. Client Approval

With receipt of the client quotation approval and signature, Communicaid will initiate implementation of the project.

Accepted document formats

Communicaid accepts ALL electronic document formats including but not limited to: PDF, MS Word, PowerPoint, Excel, Simple Text, Publisher, Photoshop, Pagemaker, Illustrator, Quark, Framemaker, InDesign, Visio, Flash, AutoCad, InDesign, HTML, XML etc. We also accept hardcopy and faxed documents.

Supported languages

Communicaid supports over 80 languages including, but not limited to:

Afrikaans	Dari	Hmong	Marshallese	Somali
Albanian	Dutch	Hungarian	Mongolian	Spanish
Amharic	English	Icelandic	Myanmar	Swahili
Arabic	Estonian	Indonesian	Navajo	Tagalog
Armenian	Farsi	Italian	Nepali	Tamil
Azeri	Filipino	Japanese	Norwegian	Telegu
Belarusan	Finnish	Javanese	Nuer	Thai
Bengali	Flemish	Kazakh	Orominga	Tibetan
Bosnian	Foochow	Khmer	Pashto	Tigrinya
Bulgarian	French	Korean	Persian	Turkish
Burmese	Fulani	Kurdish	Polish	Twi
Cambodian	Gallego	Lao	Portuguese	Ukrainian
Catalan	Georgian	Latin	Punjabi	Urdu
Chinese (Simplified)	German	Latvian	Romanian	Uzbek
Chinese (Traditional)	Greek	Lithuanian	Russian	Vietnamese
Creole	Gujarati	Macedonian	Serbian	Yiddish
Croatian	Haitian-Creole	Malay	Slovak	
Czech	Hebrew	Mandarin	Slovene	
Danish	Hindi	Marathi	Swedish	

Customer satisfaction and internal quality performance.

Translations are delivered to the client who is encouraged to have the project reviewed by native speaking review teams. Feedback is encouraged so the translation adopts the style and terminology of the target audience. The project is only considered complete once the reviewer's feedback has been incorporated into the final translation and the client is satisfied with the end product.

Document review process and quality guarantees



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Our process includes industry standard Translation, Editing, and Proofing (TEP) services.

After each stage the translator, editor, or proofreader is asked to complete a questionnaire with the delivery of their file:

GENERAL TRANSLATION INSTRUCTIONS:

Please return the answers to the following questions with your delivery: (In your reply simply delete the answers that do not apply.)

1. Have you provided a Complete translation?
YES/NO
2. Did you use a Translation Memory – if so is the file in segmented format?
YES/NO
3. Did you refer to any glossaries and or reference materials provided?
YES/NO
4. Did you follow any special instructions for this project?
YES/NO
5. Did you check your work for omissions?
YES/NO
6. Did you check for typos? Please run a spell check?
YES/NO
7. Did you use the correct and appropriate grammar? Did you check there are no grammatical errors?
YES/NO
8. Did you provide call-outs for any non-editable figures?
YES/NO
9. Did you translate footnotes, headers and footers?
YES/NO
10. Have you bolded, underlined, italicized and followed the font styles, sizes and colors as per the source file?
YES/NO
11. Did you verify that numbers, dates and monetary units and measurements have been adjusted as per the target language and country?
YES/NO
12. Comments for production team:
Insert Here



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GENERAL EDITING INSTRUCTIONS:

Please return the answers to the following questions with your delivery: (In your reply simply delete the answers that do not apply.)

1. Does the translation make sense without reading the source document?
YES/NO
2. Have you corrected any mistranslations?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
3. Have you modified technical terms if appropriate?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
4. Are there any omissions?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
5. Have you corrected any typos or grammatical mistakes?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
6. Did you mark your changes using the track changes tool?
YES/NO
7. Have you used the TM, glossary and reference materials if provided?
YES/NO
8. Has the formatting of the original been followed in the translation?
YES/NO
9. Has consistency in terminology and style been maintained throughout all the translations?
YES/NO
10. The quality of this translation in your opinion is:
 - A. Excellent
 - B. Good
 - C. Acceptable
 - D. Poor
11. Would you recommend this translator?
YES/NO
12. Comments for production team: Insert Here



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GENERAL PROOFREADING INSTRUCTIONS:

Please return the answers to the following questions with your delivery: (In your reply simply delete the answers that do not apply.)

1. Does the translation make sense without reading the source document?
YES/NO
2. Have you corrected any mistranslations?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
3. Have you modified technical terms if appropriate?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
4. Are there any omissions?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
5. Have you corrected any typos or grammatical mistakes?
 - A. Over 10
 - B. 5-10
 - C. 1-5
 - D. None
6. Did you mark your changes using the track changes tool?
YES/NO
7. Have you used the TM, glossary and reference materials if provided?
YES/NO
8. Has the formatting of the original been followed in the translation?
YES/NO
9. Has consistency in terminology and style been maintained throughout all the translations?
YES/NO
10. The quality of this translation in your opinion is:
 - A. Excellent
 - B. Good
 - C. Acceptable
 - D. Poor
11. Would you recommend this translator?
YES/NO
12. Comments for production team: Insert Here

If any of the responses are unacceptable, a team meeting is organized to fix the issues concerned.

The Communicaid TEP process has been enhanced with inclusion of a Numeric Proofing (+N) step where appropriate. The use of the proprietary Communicaid Numeric Proofing Tool provides an additional quality assurance element in the



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workflow by alerting our team to inconsistencies with numbers and measures that might otherwise go undetected.

Price guarantees

All quotations are fixed price and are valid for 30 days. We are so confident that the quality of our services is unequalled that we do not want pricing to stand in the way of us doing business together. Communicaid therefore has a 110% price match guarantee on all first orders. If you find a lower price for comparable services offered by a competitor, Communicaid will match* that price plus give you 10% off on your next project.

*Price match must occur before signoff

** Proof of price to be provided with competitor's fixed price quotation.

b) Fees / Costs

Each project is analyzed for word count and repetitions and matches.

A sample analysis:

File	Reps & 100% Matches	95% - 99%	85% - 94%	Total
Combined Closing the Sale.ppt	125	75	100	500
Combined Opening the Sale.ppt	200	25	50	500

Translations are charged per word for full translation, editing, proofreading services. Per word pricing vary depending on language.

The "per word" pricing is then discounted depending on how many repetitions and matches there are in the document.

Total amount of words	1000
Standard Price per Word (Spanish)	\$0.18
Standard total cost	\$180
Repetitions Discount	\$68.85
Actual total cost	\$111.15
Average price per word	\$0.11

As shown above, the average per word price varies depending on how many repetitions there are in the documents to be translated. What would be listed at \$0.18 per word for Latin American Spanish, in fact only amounts to \$0.11 for the sample project.

- Bulk discounts will be applied to large volume projects.
- Communicaid will waive ALL project management and translation review fees.
- Certifications of translation can be provided at no cost.



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Fees may be charged for:

- Non MS Office formatting
- Rush turnarounds
- Notary Services
- Voice over and Subtitling services
- Interpreting services

A full price list is below.

Vendor Name		Communicaid Inc		California School Districts											
Currency		US Dollar													
Category	Unit	Alaska	Arizona	Czech	Danish	Dutch	Finish	French	German	Greek	Hebrew				
Linguistic Tasks															
Documentation															
	New word	\$0.240	\$0.260	\$0.240	\$0.240	\$0.240	\$0.250	\$0.240	\$0.240	\$0.250	\$0.260	\$0.260	\$0.260		
	Fuzzy 95% - 99%	\$0.120	\$0.120	\$0.120	\$0.120	\$0.120	\$0.120	\$0.120	\$0.120	\$0.125	\$0.130	\$0.130	\$0.130		
	Fuzzy 90% - 94%	\$0.130	\$0.130	\$0.130	\$0.130	\$0.130	\$0.130	\$0.130	\$0.130	\$0.135	\$0.140	\$0.140	\$0.140		
	100% Matches and Repetitions	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075	\$0.075		
	100% matches (no review, Xtranstyle)	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free		
	Linguistic Hourly	\$75	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$75		
Non-Linguistic Tasks															
	DTP	hour	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15		
	Simple linking or art work	hour	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15		
	PM/Rec	per hour	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived		
Vendor Name															
Communicaid Inc		US Dollar													
Category	Unit	Hungarian	Italian	Norwegian	Polish	Portuguese	Brazilian PT	Rumanian	Serbian	Slovak	Spanish	LA Spanish	Swedish	Turkish	
Linguistic Tasks															
Documentation															
	New word	\$0.260	\$0.240	\$0.260	\$0.240	\$0.240	\$0.240	\$0.240	\$0.240	\$0.240	\$0.190	\$0.190	\$0.260	\$0.260	
	Fuzzy 95% - 99%	\$0.130	\$0.120	\$0.130	\$0.120	\$0.120	\$0.115	\$0.120	\$0.120	\$0.120	\$0.095	\$0.095	\$0.130	\$0.140	
	Fuzzy 90% - 94%	\$0.130	\$0.120	\$0.130	\$0.120	\$0.120	\$0.115	\$0.120	\$0.120	\$0.120	\$0.095	\$0.095	\$0.130	\$0.140	
	100% Matches and Repetitions	\$0.075	\$0.072	\$0.075	\$0.072	\$0.072	\$0.069	\$0.072	\$0.072	\$0.072	\$0.057	\$0.054	\$0.075	\$0.074	
	100% matches (no review, Xtranstyle)	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	
	Linguistic Hourly	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	\$65	
Non-Linguistic Tasks															
	DTP	hour	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	
	Simple linking or art work	hour	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	
	PM/Rec	per hour	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	
Vendor Name															
Communicaid Inc		US Dollar													
Translation Tasks															
Generic Tasks															
	Analysis and Preparation	Hourly	Free												
	TM Maintenance	Hourly	Free												
	Glossary Creation	Hourly	\$65												
Vendor Name															
Communicaid Inc		US Dollar													
Linguistic Tasks															
Documentation															
	New word	\$0.240	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220	\$0.220		
	Fuzzy 95% - 99%	\$0.120	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110		
	Fuzzy 90% - 94%	\$0.120	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110	\$0.110		
	100% Matches and Repetitions	\$0.084	\$0.066	\$0.066	\$0.066	\$0.066	\$0.078	\$0.078	\$0.078	\$0.078	\$0.078	\$0.078	\$0.078		
	100% matches (no review, Xtranstyle)	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free	Free		
	Linguistic Hourly	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75	\$75		
Non-Linguistic Tasks															
	DTP	hour	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10		
	Simple linking or art work	hour	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15		
	PM/Rec	per hour	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived	Waived		
Vendor Name															
Communicaid Inc		US Dollar													
Translation Tasks															
Generic Tasks															
	Analysis and Preparation	Hourly	Free												
	TM Maintenance	Hourly	Free												
	Glossary Creation	Hourly	\$75												



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Minimum project size/fees

We accept any sized projects, large or small. We have no minimum word number but we do have a minimum fee for documents of up to 400 words of just \$75.00.

Turnaround Times

Typically we can translate documents of up to 400 words by next day (provided the files are received by 3pm). Larger documents and projects should estimate +/-1500 words per day for full translation, editing and proofreading.

3. Interpreting

Categories of Interpreting Languages offered:

(other languages available on request)

Spanish	American Sign Language
---------	------------------------

Cantonese	Farsi	Korean	Russian
Hindi	Mandarin	Vietnamese	

Other Languages			
Arabic	Assyrian	Chiu Chou	Dutch
French	German	Gujarati	Hebrew
Laotian	Ilocano	Italian	Japanese
Pashto	Pilipino / Tagalog	Polish	Portuguese
Punjabi	Romanian	Samoan	Taiwanese
Thai	Urdu	Visayan	

Fees/Costs

Unless otherwise noted, all appointments are for a 2 hour minimum. Additional time is billed in 15 minute increments. See Interpreting Rate sheet below:



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On-Site Interpreting Rate Sheet 2019-20 Schools/Non-Profits



1550 The Alameda, Suite #332
 San Jose, CA 95126
 408.436.1435 phone
 888.853.2083 toll free
 408.273.6082 fax

The Following Rates Apply to Appointments in California

info@communicaidinc.com
 www.communicaidinc.com

Type of Appointment/Interpreter	All prices are \$ / per hour (2 hour minimum required)		
	Tier 1 Languages	Tier 2 Languages	Tier 3 Languages
On-Site Qualified Interpreter	\$110/hr	\$150/hr	\$225/hr
On-Site Certified* Interpreter	\$125/hr	\$180/hr	\$250/hr

Spanish and ASL	Tier 1
Mandarin, Farsi, Hindi Cantonese, Korean, Russian, Vietnamese	Tier 2
All Other Languages,	Tier 3

Appointments lasting more than 2 hours are billed in 15 minute increments. 2 hr minimum required for all appointments.

If a Certified* interpreter is required for any type of appointment, please make that request when booking. Due to the scarcity of Certified interpreters, sometimes one cannot be found. In these instances a highly qualified interpreter will be sent instead.

*Court Certification is not available for all languages.

Listed rates require 2 business days notice. Appointments made within 2 business days may be subject to a higher rate depending on interpreter availability. Client is responsible for any parking fees incurred.

Communicaid has built an extensive network of on-site interpreters for 80+ languages. 2 hr minimum required for all appointments.

Standard cancellation fees will be billed for cancellations made less than 24 hours before the scheduled appointment.

as of 1/1/2019



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4. Billing

We will submit invoices electronically via email. Your dedicated project manager will send the ordering party a copy of the invoice with the delivery of the project. The designated claim number, name of ordering party and project number will be included on the invoice

Payment is due 30 days net upon receipt of invoice.
 Large projects may require a down payment.

All payment should be sent to:

Communicaid, Inc
 PO Box 92849
 Southlake, TX 76092

IN WITNESS WHEREOF, the DISTRICT and CONTRACTOR have executed this Agreement effective as of the date written first above and becoming valid upon approval of the San Mateo Union High School District.

 Printed Name

 Signature of School Representative

 Date

 Stefan Huyghe VP Communicaid Inc

 Printed Name

Stefan Huyghe

 Signature

 Date

March 29th, 2019



Communicaid Inc
 1550 The Alameda, Suite 332
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On-Site Interpreting Rate Sheet 2019-20 Schools/Non-Profits



1550 The Alameda, suite 332
 San Jose, CA 95126
 408.418.5035 phone
 888.853.2023 toll free
 408.273.6082 fax

The Following Rates Apply to Appointments in California

info@communicaidinc.com
 www.communicaidinc.com

Type of Appointment/Interpreter	All prices are \$ / per hour (2 hour minimum required)		
	Tier 1 Languages	Tier 2 Languages	Tier 3 Languages
On-Site Qualified Interpreter	\$140/hr	\$150/hr	\$225/hr
On-Site Certified* Interpreter	\$125/hr	\$180/hr	\$250/hr

Spanish and ASL	Tier 1
Mandarin, Farsi, Hindi Cantonese, Korean, Russian, Vietnamese	Tier 2
All Other Languages	Tier 3

Appointments lasting more than 2 hours are billed in 15 minute increments, 2 hr minimum required for all



*Court certification is not available for all languages.

Communicaid has built an extensive network of on-site interpreters for 80+ languages. 2 hr minimum required for all appointments.

Standard cancellation fees will be billed for cancellations made less than 24 hours before the scheduled appointment.

Listed rates require 2 business days notice.
 Appointments made within 2 business days may be subject to a higher rate depending on interpreter availability.
 Client is responsible for any parking fees incurred.



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4. Billing

We will submit invoices electronically via email. Your dedicated project manager will send the ordering party a copy of the invoice with the delivery of the project.

The designated claim number, name of ordering party and project number will be included on the invoice

Payment is due 30 days net upon receipt of invoice.
 Large projects may require a down payment.

All payment should be sent to:

Communicaid, Inc
 PO Box 92849
 Southlake, TX 76092

IN WITNESS WHEREOF, the DISTRICT and CONTRACTOR have executed this Agreement effective as of the date written first above and becoming valid upon approval of the San Mateo Union High School District.

Kevin Skelly

 Printed Name

Signature of School Representative

Date

4/22/19

Stefan Huyghe

 Printed Name

Signature

Date

March 29th, 2019

BOARD ITEM

(Over \$25,000)

Date: *July 24, 2019*

To: *Pam Martinez / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: *(3) – Agreement for Service between SMUHSD and EvalGroup*

Funding Source: *General Fund – Special Education*

Reason for proposal: *EVALGROUP – contract for School Psychologists to provide student evaluations, assessments, reports and attend IEP meetings.*

Total Estimated Amount – \$559,687.50

AGREEMENT FOR SERVICE BETWEEN
The San Mateo Union High School District and EvalGroup

This agreement is made as of this day of July 1st 2019-June 30th 2020, by and between the San Mateo Union High School District ("SMUHSD") and EvalGroup ("CONTRACTOR") to provide services. NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. SERVICES in consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for SMUHSD in accordance with the terms, conditions, and specifications set forth herein: The CONTRACTOR agrees to provide School Psychologist, Zachary Wood (199 days), School Psychology Services to SMUHSD students.

A. Scope of Services: School Psychology services and assessments.

B. Deliverables: evaluations, reports, meetings, and school psychology services.

2. TERM OF AGREEMENT: The term of this agreement is from July 1st 2019 through June 30th 2020. This is for the 19-20 school year.

3. COMPENSATION: The CONTRACTOR agrees to perform all the services of this agreement at the rate of \$ 125.00 per hour, at 7.5 hours daily for 199 days, not to exceed \$ 186,562.50

4. PAYMENT: The CONTRACTOR shall submit an invoice detailing the services performed during the billing period at the end of each month. Invoices are due by district within 45 days of receipt. The contractor is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility.

5. EQUIPMENT AND MATERIALS: SMUHSD shall provide all equipment, materials, and supplies necessary for the performance on the Agreement.

6. USE OF SUBCONTRACTORS: CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of SMUHSD. LICENSES AND PERMITS: It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

8. COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES: CONTRACTOR and all subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.

9. RELATIONSHIP OF THE PARTIES: CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of SMUHSD and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of SMUHSD employees.

10. INSURANCE: CONTRACTOR shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect CONTRACTOR and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from CONTRACTOR's operations under this Agreement, whether such operations be by CONTRACTOR, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

Comprehensive General Liability... \$1,000,000 (applies to all agreements)

Motor Vehicle Liability Insurance. \$1,000,000 (to be checked if motor vehicle used in performing services)

Professional Liability. \$1,000,000 (to be checked if Contractor is a licensed professional)

The CONTRACTOR will provide proof of insurance and will identify SMUHSD as an additional insured.

11. WAIVER: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement

12. EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, physical handicap, or national origin.

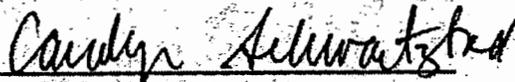
13. **HOLD HARMLESS:** CONTRACTOR agrees to indemnify and defend the District, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this agreement.

14. **DISPUTE RESOLUTION:** Should any dispute arise out of this Agreement, the Parties should meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. The costs of the mediator, if any, shall be shared by the CONTRACTOR and SMUHSD. If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of this settlement. Neither party shall be permitted to file legal action without first meeting in mediation and maintaining a good faith attempt to reach a mediated resolution.

15. **GOVERNING LAW:** This Agreement, including any exhibits, shall for all purposes be deemed subject to the laws of the State of California, and in the event of a lawsuit concerning this Agreement shall be venued in the County of San Mateo.

16. **TERMINATION:** SMUHSD may at any time terminate this Agreement upon written notice to CONTRACTOR. SMUHSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, SMUHSD may terminate this agreement for cause should CONTRACTOR fail to perform any part of this Agreement.

17. **COMPLETENESS OF AGREEMENT:** This Agreement constitutes the entire understanding of the parties and any changes shall be agreed to in writing. IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized officers:



Carolyn Schwartzbord
San Mateo Union High School District
Special Education Director



Doris Kanoun
EvalGroup
Director

Kevin Skelly, PHD
Superintendent, SMUHSD

AGREEMENT FOR SERVICE BETWEEN
The San Mateo Union High School District and EvalGroup

This agreement is made as of this day of July 1st 2019-June 30th 2020, by and between the San Mateo Union High School District ("SMUHSD") and EvalGroup ("CONTRACTOR") to provide services. NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. SERVICES in consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for SMUHSD in accordance with the terms, conditions, and specifications set forth herein: The CONTRACTOR agrees to provide School Psychologist, Kelly Wales (199 days), School Psychology Services to SMUHSD students.

A. Scope of Services: School Psychology services and assessments.

B. Deliverables: evaluations, reports, meetings, and school psychology services.

2. TERM OF AGREEMENT: The term of this agreement is from July 1st 2019 through June 30th 2020. This is for the 19-20 school year.

3. COMPENSATION: The CONTRACTOR agrees to perform all the services of this agreement at the rate of \$ 125.00 per hour, at 7.5 hours daily for 199 days, not to exceed \$ 186,562.50

4. PAYMENT: The CONTRACTOR shall submit an invoice detailing the services performed during the billing period at the end of each month. Invoices are due by district within 45 days of receipt. The contractor is responsible to comply with all state and federal tax requirements and is the CONTRACTOR'S sole responsibility.

5. EQUIPMENT AND MATERIALS: SMUHSD shall provide all equipment, materials, and supplies necessary for the performance on the Agreement.

6. USE OF SUBCONTRACTORS: CONTRACTOR shall not assign this Agreement or any portion thereof to a third party without the prior written consent of SMUHSD. LICENSES AND PERMITS: It shall be the CONTRACTOR's responsibility to obtain and keep in force any license, permit or approval required from any agency for work/services to be performed at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

8. COMPLIANCE WITH STATE, FEDERAL, AND LOCAL LAWS, REGULATIONS, AND ORDINANCES: CONTRACTOR and all subcontractors shall ensure compliance with all state, federal and local laws or rules applicable to performance of the work required under this agreement, and shall execute all necessary certifications of compliance therewith.

9. RELATIONSHIP OF THE PARTIES: CONTRACTOR agrees and understands that the work/services performed under this Agreement are performed as an Independent Contractor and not as an employee of SMUHSD and that CONTRACTOR acquires none of the rights, privileges, powers or advantages of SMUHSD employees.

10. INSURANCE: CONTRACTOR shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect CONTRACTOR and all of its employees/officers/agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from CONTRACTOR's operations under this Agreement, whether such operations be by CONTRACTOR, any subcontractor, anyone directly or indirectly employed by either of them, or by an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amount(s) specified below:

Comprehensive General Liability... \$1,000,000 (applies to all agreements)

Motor Vehicle Liability Insurance. \$1,000,000 (to be checked if motor vehicle used in performing services)

Professional Liability. \$1,000,000 (to be checked if Contractor is a licensed professional)

The CONTRACTOR will provide proof of insurance and will identify SMUHSD as an additional insured.

11. WAIVER: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement

12. EQUAL EMPLOYMENT OPPORTUNITY: In connection with the performance of this Agreement, the CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, physical handicap, or national origin.

13. HOLD HARMLESS: CONTRACTOR agrees to indemnify and defend the District, its employees, and agents from any and all claims, damages, and liability in any way occasioned by or arising out of the performance of this agreement.

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Carolyn Schwartzbord
San Mateo Union High School District
Special Education Director



Doris Kanoun
EvalGroup
Director

Kevin Skelly, PHD
Superintendent, SMUHSD

AGREEMENT FOR SERVICE BETWEEN
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1. SERVICES in consideration of the payments hereinafter set forth, CONTRACTOR shall perform services for SMUHSD in accordance with the terms, conditions, and specifications set forth herein: The CONTRACTOR agrees to provide School Psychologist, Alexis Sims (199 days), School Psychology Services to SMUHSD students.

A. Scope of Services: School Psychology services and assessments.

B. Deliverables: evaluations, reports, meetings, and school psychology services.

2. TERM OF AGREEMENT: The term of this agreement is from July 1st 2019 through June 30th 2020. This is for the 19-20 school year.

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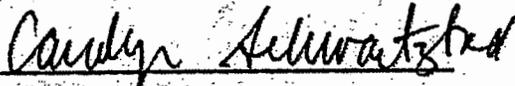
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Carolyn Schwartzbord
San Mateo Union High School District
Special Education Director



Doris Kanoun
EvalGroup
Director

Kevin Skelly, PHD
Superintendent, SMUHSD

CONTRACT
Board Approval
(over \$25K)

To: Board of Trustees

Date: July 19, 2019

From: Linda Carlson/Debbie Arobio

Site: Hillsdale High School

Number of Quotes: 3

Funding Source: General Fund - Maintenance

Reason for proposal: To provide labor and materials to remove and replace the existing north and south concrete ramps leading to the swimming pool.

Contract Total: \$39,595.50

Certificate of Insurance (on file): 19-20

Emergency PO: HHSER07102019

Please approve the attached landscape contract from Souto Brothers.

Thank you,



SOUTO BROTHERS

15934 Hesperian Blvd. #126
 San Lorenzo, CA. 94580
 Office/Fax: 510.581.4172

QUO#1
 Landscape Contract

ER PO# HHSER07102019

TODAY'S DATE	CONTRACT #
3/12/2019	1710

BILLING NAME / ADDRESS
San Mateo Union High School District 650 N. Delaware St. San Mateo, CA 94401 Attn: Maintenance & Operations Dept.

PROJECT LOCATION / ADDRESS
Hillsdale High School 3115 Del Monte St. San Mateo, CA 94403 Attn: Giuseppe Bregoli

PROJECT NAME / TITLE
Hillsdale Concrete Repair

PROJECT / DIR #

REP	TERMS
DS	See Terms Below

START	FINISH

DESCRIPTION	AMOUNT
<p>SMUHSD/Hillsdale High School - Concrete Repair Project</p> <p>39,595.50</p> <p>DEMO: This work involves sawcutting, jackhammering and hauling away approximately 2600 sq. ft. of existing concrete. This consists of two sections, a 44' x 20' square foot section and a 86' x 20' square foot section. We will need to do approximately 340 linear feet of sawcutting to allow for a cleaner removal of the concrete. We will then jackhammer and haul away all concrete debris. We are going to scarify and reuse as much of the existing baserock as possible. All excess debris will be hauled away.</p> <p>PREP: We will use 3/4" recycled baserock as needed. We will compact all subgrade to give the new concrete a sturdy foundation. We are going to be doweling into existing adjacent concrete and curb every 18" O.C. using #4 (1/2") rebar and epoxy. To strengthen and reinforce the concrete, we will be using 6 gauge wire mesh.</p> <p>INSTALL: We are going to be pouring approximately 2600 sq. ft. of new concrete. The concrete is going to be a 6 sack 3/4 rock with a pint of lamp black per yard. The concrete is going to be 4" thick and will be a standard broom finish. We will need to pour concrete using a concrete pump. We will also need to do approximately 20 sq. ft. of asphalt patching. All excess debris/materials will be disposed of and entire site will be cleaned once the concrete has been poured.</p> <p>DIR #: 1000024982</p>	

THIS IS A PREVAILING WAGE JOB.

x 

 Authorized Signature

TOTAL \$39,595.50

By signing, authorized signee has completely read and fully understands the terms of this contract.

000#2

ASPHALT PAVING • CONCRETE • COURTS • FENCE & IRON • GRADING • SEALCOATING • STRIPING

PROPOSAL CONTRACT

Proposal #: 016239A
Customer: San Mateo Union High School
650 N Delaware St
San Mateo, CA 94401

Attn: Giuseppe Bregoli
Bus: (650) 558-2413
Mob: (408) 826-5696
Email: gbregoli@smuhsd.org
Fax: (650) 558-2412

Date: 3/13/2019
Est. Code: HillsdaleHS-Bld300/500-SlabR&R
Job Site: Hillsdale High School
3115 Del Monte
San Mateo, CA 94403
Job Contact: Giuseppe Bregoli
Bus: (650) 558-2413
Mob: (408) 826-5696
Email: gbregoli@smuhsd.org
Fax: (650) 558-2412



Quantity	Description		Total
	<p>DRYCO will complete the specified work at the above job address as follows:</p> <p style="text-align: center;">HILLSDALE HS - CONCRETE REPAIRS @ BUILDING 300/500</p> <p>LS 6" Concrete Slab Remove & Replace: Saw-cut against existing curbs. Demo (2) areas of concrete, 20'x44' & 20'x86'. Off-haul debris. Assume existing slab is 6". Dowel into adjacent concrete at 24" spacing. Place #4 rebar at 24" o/c. Pour concrete slab with tooled joints and broom finish. Includes concrete pump.</p> <p>NOTES & CLARIFICATIONS</p> <ol style="list-style-type: none"> Includes (1) mobilization during standard hours. Excludes permits, inspection fees, subgrade work, new curbs, striping, signs, caulking. Includes CERTIFIED/PREVAILING labor rates. 	LS	\$47,250

DRYCO's Authorized Representative: 
Tyler Carr, Estimator

DRYCO proposes to complete the above work for the sum of \$47,250
Note: This proposal may be withdrawn if not accepted within 30 days.

Customer Signature: _____
San Mateo Union High School District

Date: _____
Payment Terms: DUE UPON RECEIPT OF INVOICE

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and hereby accepted. DRYCO is authorized to do the work as specified. By signing this proposal, you are agreeing to our terms & conditions.

QUO# 3

COUNTY PAVING CO. INC.

ESTIMATE

P.O. BOX 6528
CONCORD, CA 94524
Phone 925.756.7454 Fax 925.777.0744
Contractors License # A723456

DATE: 3/27/19

ESTIMATE #20189495

ATTENTION: Giuseppe Bregoli	Project Name and Address: Hillsdale High School 3115 Del Monte San Mateo, CA 94403
COMPANY: San Mateo Union High School 650 N Delaware San Mateo, CA 94401	PHONE & FAX: 650-558-2413

DESCRIPTION	AMOUNT
<p>6" Concrete R&R</p> <p>Demo and remove (2) concrete slabs at 6" depth, sawcut at curbs. Includes (2) areas, 20'x44' & 20'x86'. Dowel into adjacent curb and set #4 reabr at 24" o/c. Pour concrete slabs with tooled joints, broom finish. Includes concrete pump.</p> <p>* Excludes: multiple phases, utility work, subgrade work, new curbs, striping, calking * Includes Certified/Prevailing labor rates</p>	\$59,855.00
TOTAL	\$ 59,855.00

Balance due upon completion of job. (Accounts not paid in full within 30 days of completion shall bear 1.5% interest per month of invoice date.)
Due to the ever changing cost of supplies, (Asphalt in particular) we have the right to withdraw this quote after 30 days.

SIGNATURE:

Your signature and/or acceptance of this proposal, herein referred to as 'estimate', is an agreement in principle with County Paving Co. Inc., herein referred to as CPC, to the conditions and exclusions set forth in the print that follows. This estimate does not include the costs of permits, bonds or costs associated with engineering. The same is true of extra costs derived from alterations or deviations from that which is specified in the above estimate. Any such deviations or alterations as well as unusual conditions of sub grade encountered, such as buried slabs, underground piping, soft or unsuitable sub grade are all reasons for written change orders. Any deviations in the size or scope of the work quoted above will affect the unit price and may warrant a change order or new quote. Further, CPC cannot be held liable for expenses associated with delays due to weather & related phenomenon or unsuitable ground conditions as mentioned above. Unsuitable ground conditions also include areas with an existing drainage slope of less than the Industry Standard (2%), which may result in pooling. While it is CPC's endeavor to preserve the surroundings at every job site, CPC will not be responsible for cracks or damaged sidewalks, driveways etc. while performing the job, nor damage to newly paved areas or surroundings by pedestrians or vehicles. Although CPC may suggest certain methods of construction or repair based on our experience we do not imply that we are engineers and we recommend that you consult with one if necessary.

CONTRACT - FOOD SERVICE MANAGEMENT AGREEMENT
Board Approval
(Over \$25K)

To: Board of Trustees

Date: July 26, 2019

From: Denis Vorrises/Debbie Arobio

Site: Districtwide

Number of Quotes: 1

Funding Source: Fund 13 - Nutrition

Reason for proposal: To establish purchase order for ongoing Food Service Management Agreement with Sodexo

- Administration agreement: \$89,190.00
- Food Costs: \$469,797.00
- Paper Goods Costs: \$59,606.00
- Non-controllable items (ex.Taxes): \$4,000

Contract Total: \$622,593.00

Please approve the attached document.

Thank you,

Debbie

Hello Debbie,

Please process our 2019-2020 Annual Sodexo Food Service Management Agreement
Cost of \$622,593.00

To include the following;

- Administration agreement for \$89,190.00 that includes all services available with Sodexo:
 - Access to their software systems
 - Food and paper purchasing agreements
 - Site and phone support
 - Payments of invoices to vendors.
- Open PO Food Cost for SMUHSD seven school sites to purchase food to serve our students not to exceed \$469,797.00
- Open PO Paper Cost for SMUHSD seven school sites to purchase paper goods to serve our students not to exceed \$59,606.00
- Open PO for Non-controllable costs for SMHSD seven school sites to purchase non-controllable goods for service tour students not to exceed \$4,000.00

OBJECT	AMOUNT
4731	\$ 469,797.00
4753	\$ 59,606.00
4754	\$ 4,000.00
5890	\$ 89,190.00
TOTAL	\$ 622,593.00

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.....+P
      469,797.00+
      59,606.00+
      4,000.00+
      89,190.00+
004
      622,593.00*
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Board Item

Board Date: 8/8/19

Vendor: National Equity Project

Site: Districtwide

Item: National Equity Project

Description: The District seeks Board approval of the attached contract with the National Equity Project for a series of professional development sessions on Implicit Bias and Culturally Responsive leadership with administrators, Instructional Coaches and classified staff during the 2019-20 school year.

Funding Source: Instruction

Total Contract: \$68,000 (1 year total)

Contracted Time: August 2019 to June 2020

PROPOSAL FOR SERVICES

Submitted to: **Julia Kempkey, Assistant Superintendent**
Curriculum & Instruction
San Mateo Union High School District
Revised July 29, 2019

NEP Contact: **Lisa M. Lasky**
Managing Director
415.577.8120
llasky@nationalequityproject.org

Project Duration: **August 2019 – June 2020**

Cost: **\$ 68,000**

The National Equity Project partners with leaders to transform the outcomes, experiences, and life trajectories of young people and families who have been historically underserved by their public institutions. We offer sustained, embedded support to leaders to make effective, equity-based decisions and take informed action in their day-to-day work.

We believe anyone can be a leader for equity. We progress towards our vision by building leaders' will, skill, knowledge, capacity, and emotional intelligence to:

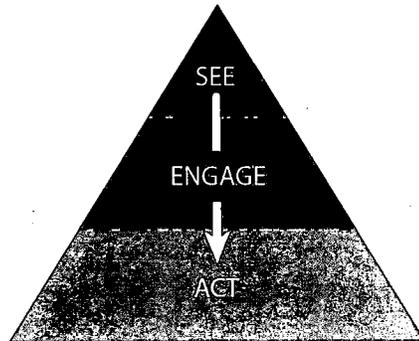
- Incorporate and apply both a racial equity and systems-thinking lens to their understanding of factors contributing to root causes of inequity in systems and to design and implement solutions.
- Examine and transform the discourse people have at personal, institutional, and structural levels.
- Lead powerful, human-centered, and coherent communities of practice across institutions (i.e. employment, health, childcare, education, transportation and housing sectors) toward improved racial equity outcomes.
- Design and implement policies, practices and processes necessary to support and protect the structural changes required to achieve equity.
- Disrupt, dismantle and address issues of systemic oppression (race, class, gender, language, sexual orientation, etc.) so that families and communities can be self-determining, self-renewing, and educated with increased political, educational, and economic opportunity.
- Sustain change by developing diverse leadership across systems and institutionalizing practices to catalyze and maintain the momentum for equity-driven change.

Our transdisciplinary *Leading for Equity™ Framework* provides a frame of reference that enables leaders to navigate the complex territory of equity challenges and develop their capacity to engage in purposeful leadership action.

Traditional leadership

Controlled approach

(top-down)



NEP *Leading for Equity* "SEA" Framework, 2018

See: Order and control

Engage: Hierarchical management

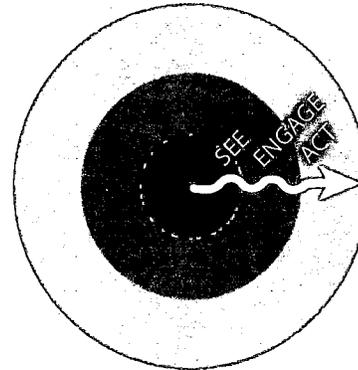
Act: Directing strategy and plans

Traditional leadership is appropriate when the problems are manageable and the solutions can be known. It is the dominant culture default leadership approach. It is often practiced in ways that are experienced as oppressive. This approach emphasizes *performance*.

Equity leadership

Emergent approach

(inside out)



See (anew): How we perceive power, privilege and oppression playing out in the world; how we see ourselves and practice self-awareness.

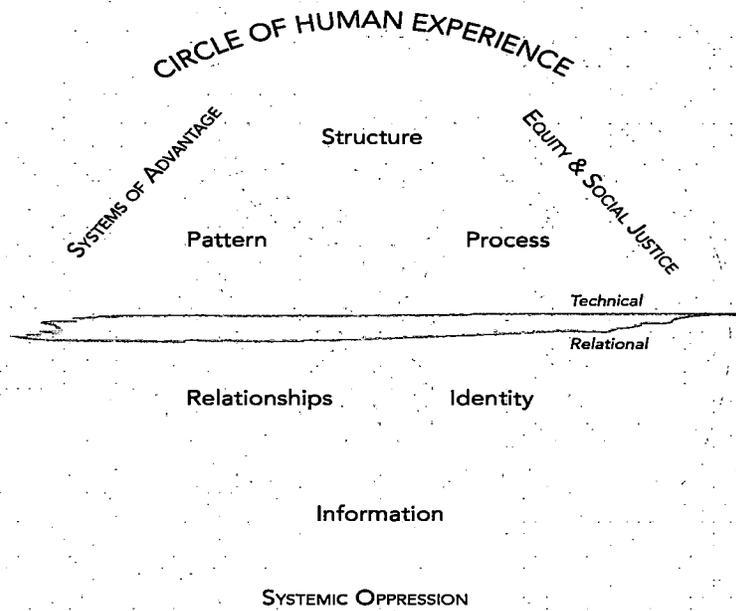
Engage (anew): How we "show up", listen, build relationships and create strong conditions for collective engagement of complex work.

Act (anew): How we work with others to design, decide, implement and learn; how we influence direction and engage in safe-to-fail experiments to make progress toward equity.

Equity leadership is needed when problems are complex and messy, and solutions must be developed through experimentation and learning.

This approach runs counter to our deeply entrained notions of what good leadership is. This approach emphasizes *learning*.

People created the system we are in, and people can and must reimagine and reinvent it. We support our partners to work on both technical and relational challenges – supporting you to identify and develop necessary structures, patterns, and processes, while deeply focusing on too-often overlooked aspects of information sharing, relationships, and identity.



NEP Seven Circle Model of a Racialized System, 2018
Adapted from Dalmau Network Group "Below the Green Line"

We develop leaders who have the political will, skill, knowledge and emotional intelligence to recognize those aspects of the inherited system that need to be interrupted, eliminate practices and policies that continue to perpetuate inequity, and create new ways of leading to support all people to thrive. Ours is a human-centered approach informed first by stakeholders in the system itself. At every stage there are a set of decisions and actions that system leaders can make. Our work with systems leaders is to support them to see the choices and make decisions in alignment with their values and desired outcomes.

Understanding Your Needs

San Mateo Union High School District is committed to a stated mission of *challenging and motivating each student to achieve full potential as a responsible member of our diverse community, in a safe learning environment that promotes intellectual growth, health, creativity, and respect for self and others.*

We understand that SMUHSD seeks a partner and some support to:

- *Build common language and shared understanding of the 'equity context' of your system's work to produce more equitable outcomes and experiences for all your students and to surface what you are learning is required to deliver on your mission and live into your stated core values.*
- *Develop your own equity lens and approach" to putting supports in place for your most struggling and vulnerable students.*
- *Examine the ways in which you learn and develop together as leaders to build the will, skill, knowledge and capacity to use both a 'systems lens' and an 'equity lens' in your work across your system and schools*
- *Deepen the level of discourse you engage in with each other about the impact of bias on teaching, learning, leading and decision-making*

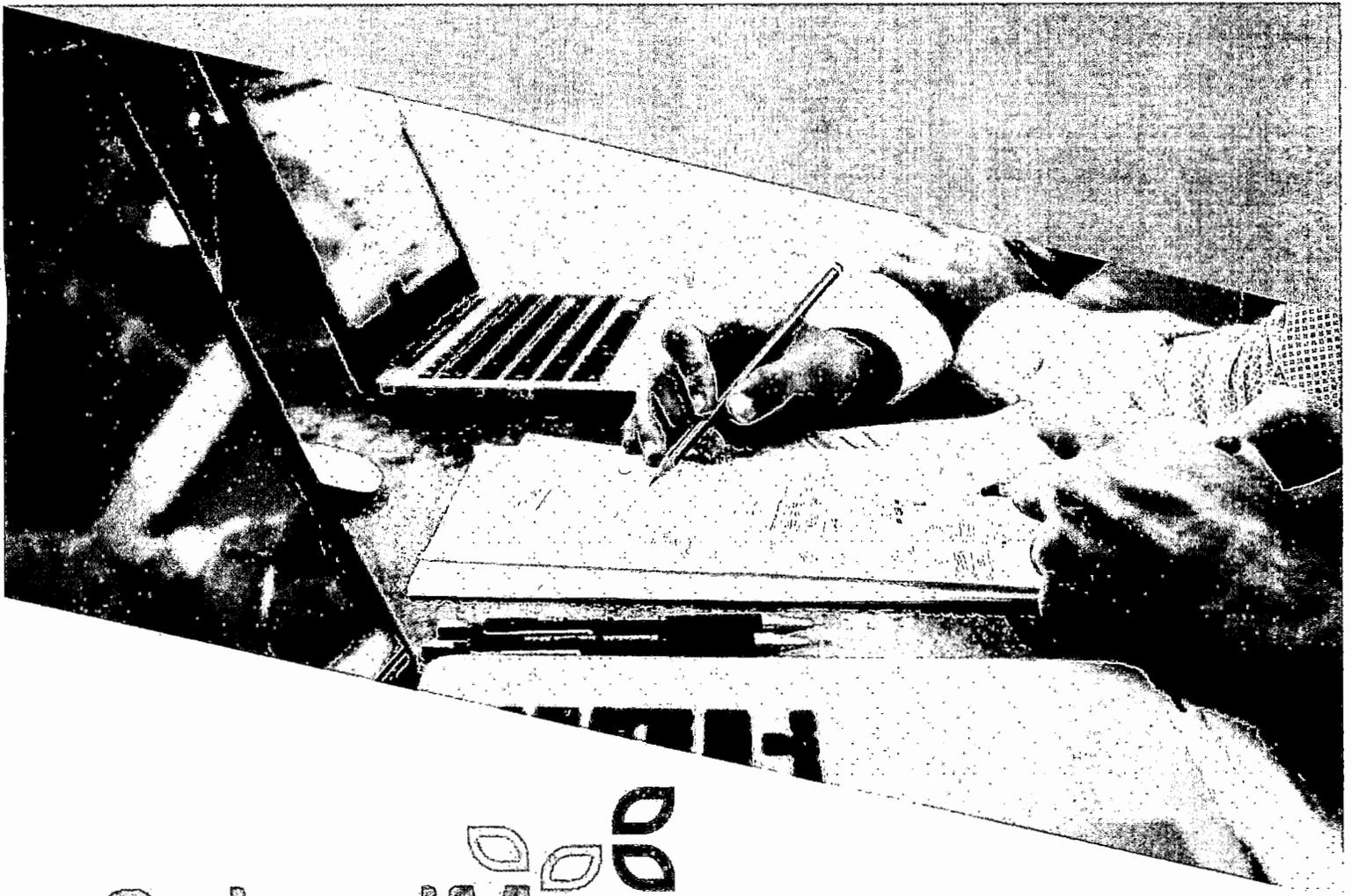
- *Revisit and perhaps reimagine organizational structures and processes that may support or inhibit honest dialogue, collaborative learning and relational trust*
- *Design and facilitate an equity-centered learning community where school and district leaders will come together to self-reflect on their own equity leadership competency, build and practice new skills and behaviors for interrupting the inequities they name in their place or team, and create a plan to take bold leadership to address the 'equity challenges' that are impacting their most vulnerable students.*
- *Continue to support the learning and skill-building of your system's coaches in an equity-centered Coach Collaborative*

In light of this, the National Equity Project proposes the following Scope of Work and supports:

Scope of Work

Service/Deliverable	Fee
1- 5-6 monthly 2-hour equity-focused learning and development sessions for school and district leaders (Jan, March, April, May, June) 2- Thinking partnership and consultation (as requested) 3- <i>Leading for Equity</i> Learning Days for all administrators (2 days to be scheduled) 4- Deepening <i>Coaching for Equity</i> work with Coach Collaborative (Jan 28 th full day, March 17 th half-day) 5- Equity Learning Session with Board (Half-day) 6- Equity Learning Session for Classified Staff (Oct 7 th) 2 Senior NEP staff	\$68,000

Service fees include planning and travel time, materials development and production, and reflection and debriefing. Service fees do not include direct travel expenses, which will be billed based on actual expenses. 25% of project cost is due upon contract signature; NEP will invoice the remainder in quarterly intervals. Additional services may be negotiated as needed.



Order Form for San Mateo Union High School District

Prepared for:

Don Scatena
Director of Student Services
San Mateo Union High School District

Prepared by:

Jeremy Kharrazi
School Partnerships
SchoolMint, Inc.

Order Form to the MASTER SERVICE AGREEMENT

1. TERM

This Order Form ("Order Form") is entered into by **SchoolMint, Inc.** ("SchoolMint") and San Mateo Union High School District ("Customer") as of **07/30/2019** ("Order Form") pursuant to the terms of the Master Service Agreement (the "Agreement"). The terms of the Agreement are incorporated by reference, as modified and supplemented hereby the terms of this Order Form. Except as expressly amended and supplemented hereby, the terms of the Agreement shall remain in full effect. The parties agree as follows:

This Order Form shall remain in effect until **07/29/2020** ("Subscription End Date") unless earlier terminated in accordance with the Agreement.

2. LICENSE LIMITATIONS AND FEES

a. Usage Limitations and License Fees are as follows

Type of License	Quantity
# of Students	8500
# of Sites	7

Name	Type	Price	QTY	Subtotal
School of Choice Form (App & Lottery)	Recurring	\$1.50	8,500	\$12,750.00
New Student Registration Management - Student Licenses	Recurring	\$0.95	8,500	\$8,075.00
Chinese Traditional Language Translation	Recurring	\$1,000.00	1	\$1,000.00
SM Set-up, Implementation, Training (Virtual)	One Time	\$557.14285714	7	\$3,900.00

Subtotal **\$25,725.00**

Total \$25,725.00

Text messaging sufficient to meet the needs of most organizations is included in your package, based on your contract value. If necessary, additional text messages above that threshold can be purchased through SchoolMint Support.

By signing here, both parties agree to SchoolMint's "Master Service Agreement*" and Addendum #1.

**<https://www.schoolmint.com/agreements/>*

Payment Terms:

Please make all checks payable to:

SchoolMint, Inc.
564 Market Street, Suite 500
San Francisco, CA, 94104

You can also make payments by Bank Transfer.

Bank Name: Webster Bank
Bank Holder: SchoolMint, Inc.
Account No.: 23135570
ABA/Routing #: 211170101
Terms: Payment term is due in net 30 days

San Mateo Union High School District

Name: Don Scatena

Signature: *Don Scatena*

Title: Director of Student Services

Date: 07/29/2019

SchoolMint, Inc.

Name: Ryan Johnson

Signature: *Ryan Johnson*

Title: CFO

Date: 07/30/2019

Annual license costs automatically renew every year unless Customer provides SchoolMint, Inc. with advance notice (60 days) prior to license original expiration date. If you cancel sixty (60) days prior to an upcoming renewal date, you will not be charged on the following renewal date and henceforth. For additional details, view our Payment Policy.



Licensee Information Sheet
(Please submit a completed copy with the Contract)

Main Contact:

Don Scatena

Name: _____

650-558-2257

Phone: _____

dscatena@smuhsd.org

Email address: _____

650 N. Delaware Street , San Mateo, CA 94401

Address: _____

Licensee Onboarding/Implementation Contact:

Bonnie Pantig

Name: _____

650-558-2252

Phone: _____

bpantig@smuhsd.org

Email address: _____

650 N. Delaware Street, San Mateo, CA 94401

Address: _____

Invoicing Contact (Where the SchoolMint invoice/s should be sent):

Don Scatena

Name: _____

650-558-2257

Phone: _____

dscatena@smuhsd.org

Email address: _____

650 N. Delaware Street, San mateo , CA 94401

Address: _____

Accounts Payable/Finance Contact:

Anna Tang

Name: _____

650-558-2286

Phone: _____

atang@smuhdsd.org

Email address: _____

650 N. Delaware Street, San Mateo, CA 94401

Address: _____

Addendum #1: SchoolMint, Inc. SIS Integration Guidelines & Policies

Aeries

Addendum #1 to the Master Service Agreement

Provider: SchoolMint, Inc.

Customer: San Mateo Union High School District

Date: 07/29/2019

SchoolMint, Inc. and Customer (the "Parties") entered into the Master Services Agreement for the sale of SchoolMint product(s) and/or service(s) for Customer. The Parties now hereby agree to this Addendum to the Master Services Agreement, which specifies the commitments from SchoolMint in regards to Customer's data mapping and/or integration with Customer's student information system. All other terms and conditions of the Master Services Agreement remain unmodified.

TERMS OF INTEGRATION

Fields supported: SchoolMint supports an API-based integration with Aeries that enables the transfer of SchoolMint data to select Aeries tables. In particular, mapping to the Aeries data tables and fields listed in the document linked below will be provided at no additional cost IF fields are configured correctly as "SIS fields" in SchoolMint. "SIS fields" are a type of field in SchoolMint that corresponds directly with fields in your SIS. When establishing an API-based connection with your Aeries instance, we will be able to see which "SIS Fields" are available for use in your SchoolMint forms.

<https://docs.google.com/spreadsheets/d/1w8FrgBdCA1vHbJwN6Ouj3AkNrFnE4xVTwbzvRVGNgJM/edit?usp=sharing>

Note that the specific fields supported may change as Aeries makes revisions and/or the SchoolMint integration evolves.

Data transfer limitations:

- Mapping to Aeries tables outside of those listed in the link under "fields supported" above cannot be supported by the API and thus is **NOT** included under this agreement.
- Signatures and document uploads collected in SchoolMint will **NOT** be transferred to Aeries.

Notes: Customer will be responsible for installing a Windows Service before the SchoolMint mapping / integration process can occur. This installation is a prerequisite for syncing any data.

Data formatting and limitations: Supported data transformations for the above supported fields will be provided at no additional cost. SchoolMint can manage select transformations of your data including letter case (e.g. upper versus proper case), common phone number formats (e.g. (844)287-2466 versus 8442872466), relationship codes, race/ethnicity codes, Y/N and T/F, data cropping and trimming, and removing blank spaces. However, we can **NOT** manage the formatting of address data collected outside of the SchoolMint Family Profile. Any address data collected from families in your forms (e.g. emergency

contacts) will be sent to Aeries in the format it was entered by families and cannot be guaranteed to comply with any specific address format.

Infrastructure Requirements: Customer will be responsible for installing a Windows Service before the SchoolMint mapping / integration process can occur. This installation is a prerequisite for syncing any data. In particular:

- Customer needs to set up a Windows server which has IIS and requires .Net 4.6.1 or greater to be installed (.net 4.5 or ASP.Net 4.5 as part of the IIS configuration).
- The Windows server should be able to connect to Customer's Aeries Database (i.e. the database user that Customer uses on the Windows service configuration should have the right permissions, and the network ports should be opened for the service to talk to the Database).
- The Windows server should be exposed to SchoolMint through a proper host address on https.
- If Customer has any issues exposing this service to SchoolMint (which is outside Customer's network), then SchoolMint can provide the SchoolMint IP addresses so that Customer can whitelist our IPs.

SIGNATURES

San Mateo Union High School District	SchoolMint, Inc.
<i>Don Scatena</i>	<i>Ryan Johnson</i>
Print Name: Don Scatena	Print Name: Ryan Johnson
Title: Director of Student Services	Title: CFO
Date: 07/29/2019	Date: 07/30/2019

BOARD ITEM
(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: *(1) – Transportation Agreement – Kidzjet*

Funding Source: *General Fund – Special Education*

Reason for proposal: *Provide transportation to/from NPS-Cypress
School and home*

Total Estimated Amount – \$111,393.33

Transportation Agreement for the 2019-2020 School Year

This Transportation Agreement (“Agreement”) is a contract between KidzJet, Inc. (“KidzJet”) and San Mateo Union High School District (“School”) by which KidzJet agrees to provide scheduled transportation services to School’s students pursuant to the following terms and conditions:

1. KidzJet agrees to provide transportation to and/or from the designated locations for the agreed upon dates of service. Pick up and drop off schedule is noted in item # 17. KidzJet transportation services shall be provided in accordance with California and local laws and regulations.
2. KidzJet represents that the transportation services provided pursuant to this contract are exempt from California Public Utilities Commission regulation pursuant to Public Utilities Code Section 226(b), which provides that "(b) ‘Passenger stage corporation’ does not include that part of the operations of any corporation or person engaged in the ownership, control, operation, or management of any passenger stage over any public highway in this state, whether between fixed termini or over a regular route or otherwise, engaged in the transportation of any pupils or students to and from a public or private school, college, or university, or to and from activities of a public or private school, college, or university, where the rate, charge, or fare for that transportation is not computed, collected, or demanded on an individual fare basis.”
3. KidzJet can outsource a portion of the services provided under this Agreement to a third-party, including KidzJet partners, on the condition that: a. KidzJet retains co-responsibility for all aspects of said third-party’s acts or omissions; b. the third-party fully complies with all applicable laws, regulations and ordinances; and c. the third-party carries the same types and levels of insurance as described in paragraph 9 below, and KidzJet provides School with copies of the policies as well as any riders or changes to the policies. It is KidzJet’s exclusive responsibility to ensure that it contracts with a third-party that the relationship is, in fact, a bona fide independent contractor, and neither the third-party nor those providing services through the third-party are serving as common law employees of School. The parties recognize that School is not in the business of providing transportation for its students to and from their residences and the school. KidzJet agrees to indemnify and hold the School harmless from any claim made by its third-party contractor as well as any employee of or contracting individual with the third-party.
4. KidzJet does not provide specialized equipment (such as special or adapted buses, lifts, and ramps), and may not be required to provide special transportation for a child with a disability under this Agreement.
5. KidzJet will strive to provide on-time services; however, under no circumstance shall KidzJet, its employees or its contractors transport School’s students in an unsafe or reckless manner or violate any driving laws or ordinances. Likewise, KidzJet’s drivers

shall not use a cell phone or engage in text messaging while driving. If necessary, to do so, the driver must pull over in a safe manner and park the vehicle before using the phone or texting. KidzJet pick up and drop off time estimates are +/- 15 minutes of scheduled time(s) and can vary based on traffic flow and weather conditions, and thus are subject to change. Other contingencies like traffic congestions, accidents along the route and other students being late can also cause delays, which are beyond KidzJet control. KidzJet shall not be held responsible for such delays. KidzJet will inform the School administrator if there is a delay.

6. Seat belts or child restraint chairs are required for all passengers on KidzJet vehicles. KidzJet reserves the right to terminate transportation for any child that does not cooperate with the use of seat belts or car seats. All discipline problems shall be reported to the School in writing following completion of the route. Procedures and regulations for the administration of discipline shall be established cooperatively between the School and KidzJet.
7. Kidzjet is not liable for the health, safety or welfare of School's students once they are dropped at the agreed destination; however, Kidzjet shall not leave any student unattended.
8. Any damage to Kidzjet property/vehicle caused by a rider is the responsibility of the School.
9. Insurance: KidzJet shall provide, pay for and maintain in effect during the term of this Agreement, insurance as follows: a. Workers Compensation as required by law to a minimum of \$1,000,000 per occurrence; b. General Commercial Liability and Property Damage Insurance in the minimum aggregate amount of \$ 2,000,000; c. Commercial Automobile Liability Insurance to a minimum of \$1,000,000 per occurrence. The policies shall not be claims-made. The policies shall provide for thirty (30) day written notice of cancellation or material change. Within five (5) days of the execution of this Agreement, KidzJet shall provide School with a certificate of such insurance policies on which School is named as additional insured. The obligation to carry insurance shall not limit or modify any other obligations assumed by KidzJet under this Agreement. School shall not be under any duty to examine such insurance certificate(s) or to advise KidzJet in the event the insurance is not in compliance with the terms of this Agreement. However, KidzJet shall provide School with current copies of all of the above insurance policies upon School's request, including any changes or riders to any of the policies.
10. Indemnification: To the fullest extent permitted by law, KidzJet shall indemnify and hold harmless, and at School's option, defend the School, and its Board of Trustees, employees, representatives, and agents from and against any and all suits, actions, legal proceedings, claims, demands, damages, losses and expenses including attorneys' fees, arising out of or resulting from the acts or omissions by KidzJet, including a claim, damage, loss or expense attributable to: (1) bodily injury, sickness, disease or death to any person, including the School's staff, KidzJet's employees, contractors, subcontractors, agents, representatives, guests or invitees; (2) injury to or destruction of property

shall be subject to the parties agreeing in writing for each such extension on a year by year basis.

14. Termination: Either party may cancel this Agreement at any time by giving a 30-day written notice. School may terminate in lieu of notice by paying KidzJet the lesser of the equivalent of 30 days' notice or the balance of the contract term. This Agreement shall be governed by the laws of the State of California with venue in the County of San Mateo.
15. All services are to be paid pursuant to the agreed upon payment schedule and are nonrefundable. KidzJet cannot provide refunds or credit for any reason, including student absences, cancellations, sick days, expulsions or suspensions during a billing month.
16. Payment Terms and service charges:

- a. The parties agree that KidzJet shall invoice School monthly based on 180 regular school year days for a flat fee of \$11,392.50. Monthly payment schedule found below:

Month	Payment
August 2019 (Prorated, start date 08/20)	\$5,696.25
September 2019	\$11,392.50
October 2019	\$11,392.50
November 2019	\$11,392.50
December 2019	\$11,392.50
January 2020	\$11,392.50
February 2020	\$11,392.50
March 2020	\$11,392.50
April 2020	\$11,392.50
May 2020	\$11,392.50
June 2020 (Prorated, until 06/05)	\$3,164.58

- b. Billing: All billing is done electronically on a monthly basis. Full payment must be made by due date established on an electronic invoice in order to provide service. Payment will be due and payable within ten (10) days from the date of receipt of invoice. Processing fee of 3.4% will be charged for the credit card payment. If School pays by check, the check shall be payable to "KidzJet, Inc." and mailed to: 951 Mariners Island Blvd. Suite # 300, San Mateo CA 94404.
- c. Late Fee: A late fee of 10% will be charged by KidzJet to School if invoice is not paid within 30 days of the invoice date.
- d. Deposit: Not applicable.

(including property of the KidzJet or the KidzJet's employees, contractors, subcontractors, agents, representatives, guests or invitees); (3) claims of liens from the KidzJet's employees, contractors, subcontractors, agents, representatives, guests or invitees; or (4) the presence of hazardous, toxic, or petroleum products resultant from the KidzJet's activities or the activities of the KidzJet's employees, contractors, subcontractors, agents, representative, guests or invitees, but only to the extent caused in whole or in part by acts or omissions of the KidzJet or the KidzJet's employees, contractors, subcontractors, agents, representatives, guests or invitees, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity, which would otherwise exist as to any person or party described in this paragraph. Kidzjet agrees to comply with all requirements of federal, state or local law, ordinances rules or regulations and shall indemnify, defend and hold blameless the School from and against any liabilities or claims arising out of or from any alleged breach of such laws, ordinances, rules or regulations in the performance of KidzJet's services under this Agreement. The terms of this indemnity shall survive the expiration, or earlier termination, of this Agreement. Within five (5) days of the execution of this Agreement, the KidzJet shall provide the School with a certificate of such insurance policies as well as the policies if so requested by the School.

11. KidzJet represents and warrants that:

- a. KidzJet follows all California Public Utilities Commission and California Department of Motor Vehicles guidelines for children's transportation;
- b. All KidzJet drivers (i) are registered with TrustLine; (ii) are pre-screened and periodically tested for drugs and alcohol; (iii) hold clean driving records; (iv) are enrolled in the Pull Notice Program; (v) receive periodic safety training; (vi) will abide by the rules of the road; (vii) are periodically trained and tested on their understanding of the vehicles that they operate for KidzJet; (viii) are required to perform daily inspections; and (ix) are First Aid certified; and
- c. KidzJet performs all of the above checks on its drivers before hiring and randomly throughout each driver's employment.

12. Management Personnel: KidzJet shall designate a permanent regular, manager/supervisor to be directly responsible for the provision of all services required in this contract. The manager/supervisor will be responsible for providing safe and efficient transportation services required by this Agreement and will supervise necessary support staff required for on-site management. This person shall work with ("School") Designee for purposes of service coordination. KidzJet shall inform the School of the name(s) and business address(s) of such management personnel.

13. Term of Agreement: The term of this Agreement shall coincide with the School's regular calendar school year, which initially is from **08/20/2019** to **06/05/2020**. The Agreement shall automatically terminate on **06/05/2020**, unless the parties expressly agree in writing to extend the Agreement for an additional year. Further extensions of this Agreement

- e. Clean-Up Fee: No food or colored drinks are allowed to be consumed in a KidzJet van by School's students. At KidzJet's discretion, School will be charged up to \$250.00 for each incident by a student, such as a spill or sickness, requiring a special cleaning of a van.
- f. Route Add/Change Fee: After two weeks of start of the contract, any changes to route pickup/drop-off location, change in pickup/drop-off time, addition or deletion of new routes will be charged with a \$50/hour administration fee. Kidzjet will communicate to the school these charges once we receive the change request. Only after approval of admin fee the changes will be made. Admin charges will be billed with monthly invoice.
- g. No-show/ Missing adult at drop off: Student safety is of utmost importance to us. If student is unable to be left at the specified drop-off location due to being locked out, an adult not being there upon arrival, unforeseen changes in your child's extracurricular activities, etc., KidzJet will contact the School to get an alternative drop off location. There will be, however, a \$25.00 surcharge if the driver has to wait for more than 10 minutes. Additional charge of \$5.00/minute will be applied for every minute after first 10 minutes. We request that School have a back-up plan for these situations.

17. Routes Description:

Morning Pick-Up

Pick Up Time: 7:00 AM

Pick Up Location:

Drop Off Location:

Drop Off Time: 9:00 AM

Afternoon Pick-Up

Pick up Time: 2:00 PM

Pick up Location:

Drop Off: Kelly's Home Care,

The parties shall establish route pick-up and drop-off times and locations for each van. Any changes to the pickup and/or drop off details shall be subject to the parties' mutual agreement and may result in additional charges. Additional vans can be added or eliminated on one week's notice at the same rate. A request for an additional van is subject to availability.

18. Notices: Notices to either party to this Agreement shall be by both email and overnight mail to the other party to their last known address. A notice to the School shall be addressed to the School's Director of Operations.

19. Severability: If one or more of the provisions of this Agreement is deemed void by law, the remaining provisions will continue in full force and effect.

20. Scope of Agreement: This Agreement is the complete agreement between School and KidzJet and supersedes all prior oral and/or written representations or agreements. Any future changes to this Agreement must be in writing and signed by both the undersigned parties. There are no implied promises, obligations, covenants or guarantees in connection with this Agreement. Duly authorized representatives of the School and KidzJet have read this Agreement, understand it and agree to its terms as stated above.

San Mateo Union High School District

Signature Carolyn Schwartzbord
Name Carolyn Schwartzbord
Title Director of Special Education
Dated: 7/30/19

Kevin Skelly, PHD
Superintendent, SMUHSD

KidzJet, Inc.

Signature P. Oliver
Name Peter Oliver
Title Operations Manager
Dated: 07/26/2019

BOARD ITEM

(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: (2) – Individual Service Agreements

Funding Source: *General Fund – Special Education*

Reason for proposal: *To pay Education, Intensive Individual Services, Language/Speech and Occupational Therapy for students attending NPS – Achieve Kids*

Total Estimated Amount – \$229,728.00

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency San Mateo Union High School District Nonpublic School /Agency AchieveKids

LEA Case Manager: Name _____ Phone Number _____

Pupil Name _____ Sex: M F Grade: _____
(Last) (First) (M.I.)

Address _____ City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone _____
(residence) (Business)

Address _____ City _____ State/Zip _____
(If different from student)

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: 345 during the regular school year
285 during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: 188 during the regular school year
31 during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. **INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate: \$326.00

Estimated Number of Days 219 x Daily Rate \$326.00 = PROJECTED BASIC EDUCATION COSTS \$71,394.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340) 1:1							
Language/Speech Therapy (415)							
a. Individual		x		a) 1 x 30 min / wkly	\$88.00 / ½ hr	45	\$3,960.00
b. Group				b) 1 x 30 min / wkly	\$44.00 / ½ hr	45	\$1,980.00
c. Consult							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Occupational Therapy (450) a. Individual b. Consult							
Physical Therapy (460)							
Individual Counseling (510) a. Individual b. Group							
Counseling and guidance (515)							
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)		X		Weekly	\$171.00	45	\$7,695.00
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Services (830)		X		Weekly	\$129.00 / wk	45	\$5,805.00
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency San Mateo Union High School District Nonpublic School /Agency AchieveKids

LEA Case Manager: Name _____ Phone Number _____

Pupil Name _____ (Last) _____ (First) _____ (M.I.) _____ Sex: M F Grade: _____

Address _____ City _____ State/Zip _____

DOI: _____ Residential Setting: Home Foster LCI # _____ OTHF _____

Parent/Guardian _____ Phone _____ (650) _____

Address _____ (Residence) _____ (Business) _____
(If different from student) City _____ State/Zip _____

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: 345 during the regular school year
285 during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: 188 during the regular school year
31 during the extended school year

3. Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.

A. **INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate: \$326.00

Estimated Number of Days 219 x **Daily Rate** \$326.00 = **PROJECTED BASIC EDUCATION COSTS** \$71,394.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340) 1:1		X		219 days	\$112.00 / Day	219	\$24,528.00
Language/Speech Therapy (415) a. Individual b. Group c. Consult							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Occupational Therapy (450) a. Individual		X		a) 1 x 30 min / wkly	\$88.00 / ½ hr	45	\$3,960.00
Physical Therapy (460)							
Individual Counseling (510)		X		1 x 30 min / wkly	\$88.00 / ½ hr	45	\$3,960.00
Counseling - Group		X		1 x 30 min / wkly	\$44.00 / ½ hr.	45	\$1,980.00
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)		X		Weekly	\$171.00	45	\$7,695.00
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Services (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Other Transition Services (890)							
Other (900)J							
Other (900)							
Transportation		X		219 days	\$95.00 / day	219	\$20,805.00
Bus Passes							
Other							

ESTIMATED MAXIMUM RELATED SERVICES COST \$ 62,928.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 134,322.00 less \$ 5,940

4. Other Provisions/Attachments:

SMEDE SOLPA Pays Counseling Services = \$ 5,940

SMUHSO - \$ 128,382

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: Quarterly Monthly Other (Specify) October 2019, January 2020, March 2020, June 2020

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA -

AchieveKids

San Mateo Union High School District

(Name of Nonpublic School/Agency)

(Name of LEA)

Skye Cary
(Signature)

6/19/19
(Date)

Carolyn Schwartzbord 7/30/19
Carolyn Schwartzbord, Dir. of Special Educ. (Date)

Skye Cary, Program Specialist

Name and Title)

(Name of Superintendent or Authorized Designee)

Dr. Kevin Skelly, Ph.D.

(Date)

BOARD ITEM

(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: (4) – Individual Service Agreements

Funding Source: *General Fund – Special Education*

Reason for proposal: *To pay Education, Intensive Individual Services, Language/Speech and Occupational Therapy for students attending NPS - Wings Learning Center*

Total Estimated Amount – \$390,990.10

INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL OR NONPUBLIC AGENCY SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency WINGS LEARNING CENTER

LEA Case Manager: Name CAROLYN SCHWARTZBORD, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name _____ Sex: M F Grade: _____

(Last) (First) (M.I.)
Address _____ City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone _____ (R) _____ (B) _____

(Residence) (Business)
Address _____ City _____ State/Zip _____

(If different from student)

AGREEMENT TERMS:

1. *Nonpublic School:* The average number of minutes in the instructional day will be: 336 during the regular school year
270 during the extended school year
2. *Nonpublic School:* The number of school days in the calendar of the school year are: 180 during the regular school year
21 during the extended school year
3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only): Daily Rate: \$279

Estimated Number of Days 201 x Daily Rate \$279 = PROJECTED BASIC EDUCATION COSTS \$56,079.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		√		RSY - 15 hrs/wk (900 min) ESY - 11.17 hrs/wk (670 min)	\$36 p/hr	37 wks 5 Weeks	\$ 19,980.00 (RSY) \$ 2,010.60 (ESY)
Language/Speech Therapy (415) a. Individual b. Consult		√		RSY: 2 x30 min p/wk ESY: 30 min wkly	\$177 p/hr	37 wks 5 wks	\$ 6,549.00 (RSY) \$ 442.50 (ESY)
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)		√		RSY: 30 min wkly ESY: 30 min wkly Consult: 5 hrs/year	\$177 \$166	37 wk 5 wks 5 hrs	\$3,274.50 (RSY) \$442.50 (ESY) \$830.00
Physical Therapy (460)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Bus Passes							
Other							

ESTIMATED MAXIMUM RELATED SERVICES COST \$ 33,529.10

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 89,608.10

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA -

WINGS LEARNING CENTER
 (Name of Nonpublic School/Agency)

SAN MATEO UNION HIGH SCHOOL DISTRICT

Karen Kaplan 7-23-05
 (Signature) (Date)

Carolyn Schwartzbord
 (Carolyn Schwartzbord, Director SpEd) (Date)

Karen Kaplan, Executive Director

(Kevin Skelly, Ph.D., Superintendent) (Date)

(Name and Title)

INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL OR NONPUBLIC AGENCY SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency WINGS LEARNING CENTER

LEA Case Manager: Name CAROLYN SCHWARTZBORD, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name _____ Sex: M F Grade: 12+
(Last) (First) (M.I.)

Address _____ City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone (650) _____ (Mom cell) _____

Address _____ City _____ State/Zip _____
(Residence) (Business)
(If different from student)

AGREEMENT TERMS:

1. *Nonpublic School:* The average number of minutes in the instructional day will be: 376 during the regular school year
270 during the extended school year
2. *Nonpublic School:* The number of school days in the calendar of the school year are: 180 during the regular school year
21 during the extended school year
3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only): Daily Rate: \$279

Estimated Number of Days 201 x Daily Rate \$279 = PROJECTED BASIC EDUCATION COSTS \$56,079.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		√		RSY - 15 hrs/wk ESY - 10 hrs/wk	\$36 p/hr	37 wks 21 Days	\$19,980.00 (RSY) \$ 1,512.00 (ESY)
Language/Speech Therapy (415) a. Individual b. Consult		√		RSY: 2 x 30 min p/wk ESY: 2.5 hrs (180 mins per month)	\$177 p/hr	37 wks 5 wks	\$ 6,548 (RSY) \$ 442.50 (ESY)
				5 hrs Consult p/yr	\$166 p/hr	5 hrs	\$ 830.00 Consult
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)		√		3 hrs Consult p/yr	\$166	3 hrs	\$ 498.00 Consult
Physical Therapy (460)							
Individual Counseling (510)							

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency WINGS LEARNING CENTER

LEA Case Manager: Name CAROLYN SCHWARTZBORD, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name _____ Sex: M F Grade: 12+
(Last) (First) (M.I.)

Address: _____ City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone _____ (_____) _____

Address _____ (Residence) _____ (Business) _____
(If different from student) City _____ State/Zip _____

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: 336 during the regular school year
270 during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: 180 during the regular school year
21 during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only): Daily Rate: \$279

Estimated Number of Days 201 x Daily Rate \$279 = PROJECTED BASIC EDUCATION COSTS \$56,079.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		√		RSY - 28 hrs/wk (1680 min) ESY - 22.50 hrs/wk (1350 min)	\$36 p/hr	37 wks 21 Days	\$ 37,296 (RSY) \$ 3,402 (ESY)
Language/Speech Therapy (415) a. Individual b. Consult		√		RSY: 30 min p/wk ESY: 180 min p/6 wks 5 hrs Consult p/yr	\$177 p/hr \$166 p/hr	37 wks 3 hrs 5 hrs	\$ 3,274.50 (RSY) \$ 531.00 (ESY) \$ 830.00 Consult
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)		√		7 hrs Consult p/yr	\$166	7 hrs	\$ 1,162 Consult
Physical Therapy (460)							
Individual Counseling (510)							

SERVICE	Provider			# of Times per wk/ma/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Other							

ESTIMATED MAXIMUM RELATED SERVICES COST \$ 46,495.50

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 102,574.50

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements:

Quarterly

Monthly

Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA -

WINGS LEARNING CENTER
(Name of Nonpublic School/Agency)

SAN MATEO UNION HIGH SCHOOL DISTRICT

(Signature)

(Date)

(Carolyn Schwartzbord, Director SpEd)

(Date)

Karen Kaplan, Executive Director

(Name and Title)

(Kevin Skelly, Ph.D., Superintendent)

(Date)

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1st, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency WINGS LEARNING CENTER

LEA Case Manager: Name CAROLYN SCHWARTZBORD, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name _____ Sex: M F Grade: 10TH
(Last) (First) (M.I.)

Address: _____ City, _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone _____

Address _____ (Residence) _____ (Business) _____
(If different from student) City _____ State/Zip _____

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: 336 during the regular school year
270 during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: 180 during the regular school year
201 during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only): Daily Rate: \$279

Estimated Number of Days 201 x Daily Rate \$279 = PROJECTED BASIC EDUCATION COSTS \$56,079.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		✓		RSY – 30.25 hrs/wk (1805 mins) ESY – 22.5 hrs/wk (1350 mins)	\$36 p/hr	RSY: 37 wks ESY: 21 Days	\$40,293.00 (RSY) \$3,402.00 (ESY)
Language/Speech Therapy (415) a. Individual b. Consult		✓		60 mins p/wk (Ind) 1 hrs per wk (ESY) 5 hrs (consult)	\$177 p/hr \$166 p/hr	RSY: 37 wks ESY: 5 wks	\$6,549.00 \$885.00 (ESY) \$830.00
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)		✓		30 min wk 2.5 hrs/ESY 7 hrs (Consult)	\$177 p/hr \$166 p/hr	37 wks 5 wks	\$3,274.50 \$442.50 \$1,162.00
Physical Therapy (460)							

BOARD ITEM

(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: *Transportation Agreement - Transstar*

Funding Source: *General Fund – Special Education*

Reason for proposal: *Provide transportation to/from home and Serramonte Shopping Center*

Total Estimated Amount – \$31,980.00

SPECIAL EDUCATION DEPARTMENT
SAN MATEO UNION HIGH SCHOOL DISTRICT
650 N DELAWARE STREET
SAN MATEO, CA 94401
(650) 558-2299

This Transportation Service Agreement entered into by and between the San Mateo Union High School District and Transstar Sedan & Limousine Service for the transport of:

Student: _____

Pick Up AM/Drop off PM

Address: _____

Home Phone: _____

Parent: _____

Drop Off AM/Pick Up PM:

Address: _____

School Hours:

Mon, Tues, Wed & Fri: 9 am to 3 pm

Thurs: 9 am to 1pm

Price: \$78 each way; \$156.00 RT

Total for School Year (205 days): \$31,980

The Transportation service is for the 2019-2020 school year and is subject to change or cancellation by either party.

The District will pay for completed trips on days that _____ is in attendance at Oak Hill School in San Anselmo, CA.

Parents are to call Transstar Sedan/Limousine (650) 225-9000 directly for cancelled trips.

By:

Carolyn Schwartzbord

Carolyn Schwartzbord, Director

Date: 7/30/19

By:

Kevin Skelly, Ph.D. Superintendent

Date:

By:

Bo Santiago

Bo Santiago

Date: 7/8/19

Transstar Sedan/Limousine Service

(650) 225-9000

BOARD ITEM

(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: *(1) – Individual Service Agreement*

Funding Source: *General Fund – Special Education*

Reason for proposal: *To pay education cost at NPS – Palo Alto
Preparatory School*

Total Estimated Amount – \$62,390.00

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020 unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency San Mateo Union H.S. Dist Nonpublic School / Agency Palo Alto Preparatory School

LEA Case Manager: Name _____ Phone Number _____

Pupil Name _____ Sex: M F Grade: _____
(Last) (First) (M.I.)

Address _____ City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone (_____) _____

Address _____ City _____ State/Zip _____
(If different from student) (Residence) (Business)

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year
_____ during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: _____ during the regular school year
_____ during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. **INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate: \$ 271
Estimated Number of Days 200 x Daily Rate 271 = PROJECTED BASIC EDUCATION COSTS \$54,200

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mofyr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)		X		Weekly	\$102	45	8190
Counseling and guidance (515).							
Parent Counseling (520)							
Social Work Services (525)							

Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Other (State Meal Mandate costs)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Other							
Other							

ESTIMATED MAXIMUM RELATED SERVICES COSTS \$ 8190

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 62,390

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: Quarterly Monthly Other (Specify) Jan - June 2020

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LOCAL EDUCATION AGENCY -

Palo Alto Prep School
(Name of Nonpublic School/Agency)

San Mateo Union High School District
(Name of LEA)

[Signature]
(Signature)

6/18/19
(Date)

[Signature], Director of Special Ed
(Signature) 7/30/19 Carolyn Schwertbord
(Date)

Lisa O'neam-Heck | Dean Students
(Name and Title)

(Name of Superintendent or Authorized Designee)
Kevin Skelly, PhD

BOARD ITEM
(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: *(1) – Individual Service Agreement*

Funding Source: *General Fund – Special Education*

Reason for proposal: *To pay education cost at NPS - Beacon School*

Total Estimated Amount – \$52,961.00

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)
(2019/2020)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency San Mateo Union High School District Nonpublic School /Agency Beacon School

LEA Case Manager: Name John Bartfield Phone Number 650-558-2266

Pupil Name _____ Sex M F Grade: _____
(Last) (First) (M.I.)

Address _____ City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone _____
(Residence) (Business)

Address _____ City _____ State/Zip _____
(If different from student)

AGREEMENT TERMS:

1. *Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year
_____ during the extended school year

2. *Nonpublic School:* The number of school days in the calendar of the school year are: 186 during the regular school year
25 during the extended school year

3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. **INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE:** (Applies to nonpublic schools only): Daily Rate: \$251.00

Estimated Number of Days 211 x Daily Rate \$251.00 = **PROJECTED BASIC EDUCATION COSTS** \$52,961.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Physical Therapy (460)							
Individual Counseling (510)							
Counseling and guidance (515).							
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							

BOARD ITEM

(Over \$25,000)

Date: *July 31, 2019*

To: *Roberta Beeken / Board Approval*

From: *Amber Vigil / Carolyn Schwartzbord*

Site: *District Office*

Number of Quotes: *(2) – Individual Service Agreements*

Funding Source: *General Fund – Special Education*

Reason for proposal: *To pay Education, Intensive Individual Services, Language/Speech and Occupational Therapy for students attending NPS – Oak Hill School*

Total Estimated Amount – \$154,037.00

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR: NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on JUNE 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency: OAK HILL SCHOOL

LEA Case Manager: Name CAROLYN SCHWARTZBORD, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name _____ Sex: M F Grade _____

Address _____ (Last) _____ (First) _____ (M.I.) _____ State/Zip _____

DOB: _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone _____ (650) _____

Address _____ (Residence) _____ City _____ (Business) _____ State/Zip _____

(If different from student)

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year
_____ during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: _____ 180 _____ during the regular school year
_____ 24 _____ during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only): Daily Rate: \$221

Estimated Number of Days 204 x Daily Rate \$221 = PROJECTED BASIC EDUCATION COSTS: \$45,084.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo. yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)		✓		60 min/ wk	\$119 p/hr	41	\$4,879.00 SELPA PAYS
Counseling and guidance (515)							
Parent Counseling (520)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Transportation							
Other (900)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Other							

ESTIMATED MAXIMUM RELATED SERVICES TOTAL COST \$ 4,879.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 49,943.00

4. Itemized Costs & payment Responsibility:

SMUHSO pays basic Education & related Services cost of: \$ 45,084.00
SELPA pays Mental Health/Counseling Cost: \$ 4,879.02

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA -

OAK HILL SCHOOL

(Name of Nonpublic School/Agency)

Michael Beard

7-26-19

(Signature)

(Date)

Michael Beard, Executive Director

(Name and Title)

SAN MATEO UNION HIGH SCHOOL DISTRICT

(Name of LEA)

Carolyn Schwartzbord

7/30/19

(Carolyn Schwartzbord, Director SpEd)

(Date)

(Kevin Skelly, Ph.D., Superintendent)

(Date)

**INDIVIDUAL SERVICES AGREEMENT (ISA) FOR NONPUBLIC, NONSECTARIAN SCHOOL
OR NONPUBLIC AGENCY SERVICES**
(Education Code Sections 56365 et seq.)

This agreement is effective on July 1st, 2019 or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 2020, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency: SAN MATEO UNION HIGH SCHOOL DISTRICT Nonpublic School /Agency: OAK HILL SCHOOL

LEA Case Manager: Name CAROLYN SCHWARTZBORD, DIRECTOR SPED Phone Number 650-558-2265

Pupil Name _____ Sex: M F Grad _____

Address _____ (Last) _____ (First) _____ (M.I.) _____ City _____ State/Zip _____

DOB 9/12/2003 Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone (650) _____ () _____

Address 25 Homeplace Ct _____ (Residence) _____ City Hillsborough _____ (Business) _____ State/Zip CA, 94010
(If different from student)

AGREEMENT TERMS:

- Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year
_____ during the extended school year
- Nonpublic School:* The number of school days in the calendar of the school year are: _____ 180 _____ during the regular school year
_____ 24 _____ during the extended school year
- Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*

A. INCLUSIVE AND/OR BASIC EDUCATION PROGRAM RATE: (Applies to nonpublic schools only): Daily Rate: \$221

Estimated Number of Days: 204 x Daily Rate \$221 = PROJECTED BASIC EDUCATION COSTS: \$45,084.00

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)		✓		28 h's weekly	\$34 p/hr	41	\$39,032.00
Language/Speech Therapy (415) a. Individual b. Group		✓		120 min/wk	\$119 p/hr	41	\$9,758.00
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)							
Counseling and guidance (515)							
Parent Counseling (520)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Transportation		√		Daily	\$50.00 RT	204	\$10,200.00
Other (900)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Other							

ESTIMATED MAXIMUM RELATED SERVICES TOTAL COST \$ 58,990.00

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION AND RELATED SERVICES COSTS \$ 104,074.00

4. Itemized Costs & payment Responsibility:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: Quarterly Monthly Other (Specify)

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-LEA -

OAK HILL SCHOOL
(Name of Nonpublic School/Agency)
Michael Beard 7/31/19
(Signature) (Date)

SAN MATEO UNION HIGH SCHOOL DISTRICT
(Name of LEA)
Carolyn Schwartzbord
(Carolyn Schwartzbord, Director SpEd) (Date)

Michael Beard, Executive Director
(Name and Title)

(Kevin Skelly, Ph.D., Superintendent)
(Date)