



**ADDENDUM TO  
PROGRAM ADVISORY AND COMPLIANCE SERVICES AGREEMENT**

**Between  
SCHOOL INNOVATIONS & ACHIEVEMENT, INC.  
And  
SAN RAFAEL CITY HIGH SCHOOL DISTRICT**

**SITESERV<sup>SM</sup>**

THIS ADDENDUM TO PROGRAM ADVISORY AND COMPLIANCE SERVICES AGREEMENT dated Oct. 26, 2015 (the "Addendum"), constitutes a part of that certain Program Advisory and Compliance Services Agreement (the "Agreement") by and between San Rafael City High School District ("District") and School Innovations & Achievement, Inc., a California corporation ("SI&A"), each being a "Party" and collectively the "Parties". The provisions of this Addendum are hereby incorporated into the Agreement for all purposes. All capitalized terms not otherwise defined in this Addendum are defined by the terms of the Agreement. In the event any provisions of this Addendum conflict with the provision of the Agreement, the provisions of this Addendum shall control.

- I. Services are hereby amended to include the development of a site service plan for each site as listed on Attachment A, Designated Sites, and to provide District the following services ("SiteServ<sup>SM</sup>") during the Agreement Period:
  - (a) Two (2) on-site visits for training and advisory sessions at each Designated Site;
  - (b) Coordinate between District and Designated Sites for data collection;
  - (c) Advise and assist each Designated Site and its personnel to (1) develop a more in-depth understanding of reimbursable costs under the State's mandates, (2) determine the documentation required to substantiate such costs, and (3) meet the school's documentation completion deadlines to enable SI&A to prepare claims for timely submission to the State Controller's Office;
  - (d) Expanded training sessions with SI&A and District which may be held concurrently with District or other Designated Site training sessions. A mutually acceptable schedule will be developed specifying the dates when the training sessions will occur. Since new State mandates not in effect on the Effective Date ("New Mandates") may be authorized during the Agreement Period, SI&A shall incorporate training for New Mandates into SiteServ<sup>SM</sup> if the New Mandates are approved by the State Controller's Office and the filing deadline falls within the Agreement Period; and
  - (e) Include milestones to be achieved by each Designated Site in the site service plan and prepare a district level summary status report showing each Designated Site's progress regarding its

ability to remain current on documentation requirements for site based claims at the end of each milestone. SI&A's resources for addressing issues identified in the summary status report are beyond the Initial Scope of Services.

2. Payment of Fees.

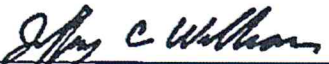
2.1 Fees. For SiteServ<sup>SM</sup> provided pursuant to the terms of this Addendum, District agrees to pay SI&A \$3,600 for the fiscal year 2015/16 (the "Fee").

2.2 Payment Plan. The Fee is payable in two (2) semi-annual installments due July 1, 2015, and January 1, 2016.

3. This Addendum, together with the Agreement, contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings and agreements with respect thereto. The Agreement and Addendum cannot be changed in any manner except by written agreement signed by the Parties hereto.
4. This Addendum may be executed in counterparts, each of which shall be deemed an original (including copies sent to a party by facsimile transmission or in portable document format (pdf)) as against the Party signing such counterpart, but which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the District and SI&A have made and executed this Addendum as set forth below.

**SI&A: SCHOOL INNOVATIONS & ACHIEVEMENT, INC., a California Corporation.**

By:   
Name: Jeffrey C. Williams  
Title: Chief Executive Officer

Dated: January 16, 2015

**District: SAN RAFAEL CITY HIGH SCHOOL DISTRICT**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## SITESERV<sup>SM</sup> DISTRICT CHECKLIST

District shall complete the following checklist to enable SI&A to best manage District's expectations and preferences.

1. ☐ **STAR Testing Window.** Please provide District's STAR Testing Dates: \_\_\_\_\_  
\_\_\_\_\_
2. ☐ **School Calendar.** Please attach a copy of the school district calendar for the current year.
3. ☐ **Site Directory.** Please attach a site directory that includes the electronic mail addresses and phone numbers of the principals. Please feel free to include any other useful information (e.g. a district map).
4. ☐ **District Contact.** Please provide a district office contact to help coordinate visit dates:  
  
Name: \_\_\_\_\_  
  
Title: \_\_\_\_\_  
  
Phone: \_\_\_\_\_  
  
E-mail: \_\_\_\_\_

Thank you very much for completing this form and attaching the requested information.

If you have any questions please contact Melanie Trammell at  
(916) 669-5184 or [melaniet@sia-us.com](mailto:melaniet@sia-us.com). We look forward to working with you!

## **Attachment A**

### **Designated Sites**

Madrone High (Continuation)  
San Rafael High  
Terra Linda High