

DR. JOSÉ MEDINA: EDUCATIONAL SOLUTIONS, LLC

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December 4, 2023

Client

Eduwiges Llamas, Director of Multilingual Services
Mariel Montesinos, DLI Teacher on Special Assignment (TOSA)
Santa Rosa City Schools
211 Ridgway Avenue
Santa Rosa, CA 95401
Telephone: (707) 890-3800
Email: mmontesinos@srgcs.k12.ca.us

Dear Ms. Llamas and Ms. Montesinos,

Thank you for reaching out to Dr. José Medina: Educational Solutions, LLC (herein referred to as “Dr. José Medina: Educational Solutions,” “we,” or “us”). We are excited to present the Agreement below for your review. The requested professional learning services are described below.

Project Title

Serving the Needs of Emergent Bilingual Students in Dual Language Programs
(In-Person and/or Remote Learning)

Scope of Services

Remote: Dates and Times to be determined for Technical Support (6 hours) facilitated by Dr. Medina: Dual language technical assistance will consist of 6 hours of direct services. This may include virtual meetings with the campus and/or district leadership team. This may also include review of shared documents and preparation time for virtual meetings. Dr. Medina will collaborate with you to ensure that all services align with Santa Rosa City Schools’ needs.

In-Person: June 13 – 14, 2024: C6 Biliteracy Instructional Framework: Lesson Planning via a Critical Consciousness Lens (Two days facilitated by a member of Dr. José Medina: Educational Solutions) The C6 Biliteracy Instructional Framework was designed to specifically align with the research recommendations found in the *Guiding Principles for Dual Language Education: Third Edition*. The framework provides an opportunity for dual language teachers to create lessons that dismantle systems of oppression while also, allowing emergent bilingual students to access grade level standards regardless of language proficiency in either program language.



“Lo que se dice, se hace.”

Participants in the professional learning will be able to:

- Lesson plan through an equity lens, while aligning with biliteracy instructional practices in the dual language classroom
- Determine lesson planning components that are needed to effectively create access to grade level standards in both program languages
- Plan for culturally sustaining lessons that dismantle systems of oppression

In-Person: Job-embedded Coaching (February 11 – 13, 2025) facilitated by Dr. Medina:

The three days (6.0 hours per day) of support will focus on job embedded coaching for teachers. During each of the days of service, part of the time will be used by Dr. Medina to observe teachers during a 30-minute lesson. During the observation, Dr. Medina will be completing the C6 Biliteracy Framework: 3 Ws Protocol that will be used to guide the non-evaluative coaching session with each teacher, immediately following the observed lesson.

Dates/Times

- Dates/Times to be Determined; Technical Support
- June 13 – 14, 2024; 8:30 am - 3:30 pm PT; C6 Biliteracy Instructional Framework
- February 11 – 13, 2025; 8:30 am - 3:30 pm PT; Job-Embedded Coaching

Enrollment

For technical support sessions, the maximum number of participants will be 8. For professional learning sessions, the maximum number of participants will be 40. For job-embedded coaching sessions, the maximum number of teachers per day will be 5 or 6.

Location

The location of the professional development will be determined by the client and shared with Dr. José Medina: Educational Solutions in a timely fashion. For remote learning, the technical assistance will be facilitated via the Zoom online video conferencing platform.

Our Responsibilities

Dr. José Medina: Educational Solutions will perform its services consistent with the professional skill and care ordinarily provided by consultants in the same or similar locality under the same or similar circumstances. Any obligation to perform any services will be subject to Dr. José Medina: Educational Solutions’ duty of professional skill and care described in this paragraph. Dr. José Medina: Educational Solutions will maintain insurance, including general liability insurance, as required by law, with the limits required by law.



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Fee

The fee for in-person services is \$35,000. The In-Person Services Fee includes the costs for the preparation and delivery of professional learning services and all travel expenses.

The fee for remote services is \$6,000. The Remote Services Fee includes the costs for the preparation and delivery of professional learning services.

Payment

Dr. José Medina: Educational Solutions will invoice the client on:

- TBD, Fall 2024 \$6,000
- June 14, 2024 \$14,000
- February 13, 2025 \$21,000

Invoices are payable within 30 days from the day we send you an invoice from Dr. José Medina: Educational Solutions. Please send payment to:

Dr. José Medina: Educational Solutions
5005 Cedar Croft Drive
Bethesda, MD 20814-3952

This Agreement will be in effect from the last date of execution until 60 days after the last day of service(s).

Session Handouts and Online Video Conferencing Login

The PDF of handouts created for the professional development workshop(s) will be emailed to the client one week prior to the first day of service. The Zoom online video conferencing login information will be emailed to the client one week prior to the first day of service.

Cancellation Policy

In the case of a cancellation or date change by you, you will be responsible for reimbursement to Dr. José Medina: Educational Solutions for all unrecoverable expenses (such as travel costs and planning time) incurred for the specific training engagement.

Notice of cancellation or date changes on your part for keynote address/live webinar, training/workshops, technical assistance sessions, or coaching days must be received by us in writing via email no later than 30 days before the event.



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Client Responsibilities

The client agrees to provide the following needed items to ensure a successful professional learning session:

- A projector or interactive board that includes audio;
- Chart paper; and
- At each participants’ table:
- Card stock for name tents, markers, highlighters, pens or pencils, sticky notes, and paper.

Copyright

Dr. José Medina: Educational Solutions is the owner and copyright holder of all materials developed by our staff and consultants for use in delivery of services under this Agreement. Upon execution of this Agreement, Dr. José Medina: Educational Solutions grants you a limited, non-exclusive license to use the materials provided to you in the course of delivery of services under this Agreement. You may not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of Dr. José Medina: Educational Solutions.

You agree that the professional learning session(s) and any associated presentations, materials, plans, electronic files, or documents will not be recorded, distributed, or reproduced, and you agree that all such sessions, presentations, materials, plans, electronic files, and documents, or derivative works or versions thereof, in all media now known or later devised, remain the property of Dr. José Medina: Educational Solutions.

Entire Agreement

This Agreement constitutes the entire understanding between you and Dr. José Medina: Educational Solutions.

If you agree with the above terms and conditions, please email the signed Agreement to us. As soon as we receive the signed Agreement, planning for the delivery of professional learning services can begin and the dates for delivery of such services can be locked in.

Thank you so much for allowing us to serve your stakeholders. Know that we are humbled by the opportunity to serve.



“Lo que se dice, se hace.”

APPROVED

Dr. José Medina: Educational Solutions

Signature Dr. José Medina

Print Name Dr. José Medina

Title Chief Educational Advocate/ CEO

Date December 4, 2023

ACCEPTED

Santa Rosa City Schools

Santa Rosa City Schools warrants that the person who is signing this Agreement on behalf of Santa Rosa City Schools is authorized to do so and to execute all other documents necessary to carry out the terms of this Agreement.

Signature _____

Print Name _____

Title _____

Date _____