



SANTA ROSA CITY SCHOOLS SERVICE CONTRACT

This CONTRACT is hereby entered into between the Governing Board of the Santa Rosa City Schools, hereinafter referred to as “DISTRICT”, OR “BOARD” and CALI Reads, hereinafter referred to as “CONTRACTOR”.

SCHOOL SITE/DEPARTMENT USE ONLY

Check one of the following:

x Independent Contractor/Business/Organization* ☐ Professional Services** ☐ Partnership***

* Any person, business, or organization that will be providing non-professional services to the District

** Any person, business, or organization that will be providing professional services to the District (Usually as a result of an RFP, i.e., services that require extensive technical knowledge or training in their particular area of expertise.) Engineers, Financial Advisors, Architects, Auditors, Surveyors, Inspectors, etc.

*** Two or more persons, businesses, corporations, or organizations that will be partnering with the District to perform certain services with the District

SCHOOL SITE/DEPARTMENT USE ONLY

Funding Source: _____

Funding Category: ☐ Base ☐ Supplemental ☐ Concentration
 ☐ Restricted: _____ ☐ Other: _____

For Billing (if applicable): ☐ Bill to: _____ Billing frequency: _____

Contract is: x New ☐ Renewal ☐ Addendum ☐ Amendment

Number of Individuals Served: _____ 470 _____

Approved at Site by*: ____ Vicki Zands _____ Date: _____

* Signature - **FOR CONTRACTS ORIGINATED BY SCHOOL SITE**

Departmental Approval:** _____ Date: _____

** Signature - **DISTRICT OFFICE DEPT. SIGNATURE**

Contract Created by: Vicki Zands, Principal Lawrence Cook Middle School **Phone #:** 707-890-3875
 Name of SRCS employee AND dept. or school site

Proposed Contract Start Date: ____ 8/1/2020 _____ **Proposed Contract End Date:** 6/30/21 _____

Requisition #: _____

BUSINESS SERVICES USE ONLYVerified Receipt of: ☐ Insurance(s) ☐ W-9 Form ☐ HR Clearance, if applicableFunding Source /Funding Category verified: ☐ YES ☐ NO **Board Approval Date:** _____

Verified by: _____ Date: _____

Fiscal Services Authorizer

LAST REVISED ON 4-5-171. Services.

(a) DISTRICT's Responsibilities and Duties:

The Santa Rosa City School District will be responsible for managing the funding provided by CALI Reads to the District to support the implementation of the CALI Reads program at Lawrence Cook Middle School. There is no cost to the district. Upon agreeing to the contract, the District will:

Agree to be a part of the CALI Reads program. CALI Reads is a program to support personnel development in order to improve middle school students' literacy achievement. Through CALI Reads, the CONTRACTOR will receive ongoing literacy coaching, professional development, and systems support for participating middle school teachers and administrators. Year Three activities will focus on literacy training and coaching for participants.

SRCS Role Expectations

- Designate a **single point of contact** in the district who will assume responsibility for overseeing the CALI Reads contract by ensuring the timely execution of contracting, invoicing, and appropriate distribution of project funds.
- Ensure **timely execution** of the Agreement for Services (AFS).
- **Serve as a fiscal agent** by invoicing for project activities and deliverables of the District and participating schools on a quarterly basis.
 - Required backup documentation:
 - Q1 and Q3 Invoices: List of participating teachers and email addresses
 - Q2 and Q4 Invoices: Completion of online literacy training module
 - Document the SIT member names, contact information and meeting schedule. Completion of the FIT.
 - Participant attendance and end-of-event surveys.
 - Copy of receiving Purchase Order listing books or resources purchased with the funds
 - Lead person name and contact for the development of the literacy plan
 - Document DST member names, contact information, and meeting schedule.
- **Distribute project funds** to the District and participating schools for their completion of project activities and deliverables and leverage funds in accordance with the CALI Reads AFS.
- Monitor the quality and timely delivery of all **contract deliverables** and required evaluation and reporting activities as outlined on the signed Commitment Page(s).

SRCS will meet the following deliverables:

- District Support Team (DST) to meet at least three times in Year Three to oversee CALI Reads implementation at participating middle school sites and complete the District Checklist (DC). The DST should be comprised of two to three district staff (including a district instructional coach) and a site administrator from each participating school site.
- Support scheduling of the Virtual Regional Workshop to be attended in Year Three by six teachers from each participating school site.
- Identify a district lead to collaborate with the CALI Reads Regional Coach on the development of a district/school literacy plan.
- Complete and support evaluation documentation and data collection (for example, DST membership, DC, End-of-Event evaluations, and participant surveys as requested).

- Submit de-identified reading assessment data and a summary of student growth for reading intervention teachers, for example, Universal Screening, Formative Assessment Data, or Diagnostic Data.

(b) CONTRACTOR's Responsibilities and Duties:

CALI Reads agrees to the following:

- Literacy trainings (online and in-person), planning and collaboration with fellow teachers, coaching time with the site coach, and conducting digiCOACH walkthroughs. If your site is unable to identify 10 participants, the contract amount may be reduced. (\$9,000.00 = \$2,250.00 per quarter x 4 quarters)
- Stipend for five SIT team members to meet at least quarterly during the contract term and to complete the Fidelity of Implementation Tool (FIT) in the fall and spring. (\$800.00 = SIT meetings per year x 4 meetings x \$200.00 per meeting)
- Funds to support attendance of up to six teachers from the school site at the virtual Regional Workshop to be scheduled in collaboration with the District Lead. (\$1,200.00 = 6 school staff members x \$200.00 per staff member)
- Funds to facilitate a 1-2 hour family workshop on supporting home literacy. (\$500.00 = hosted Family Workshop)
- Funds to purchase books or digital resources to support classroom literacy (note: funds for classroom sets not library book purchases). (500.00 =Set of high interest/low level resources)
- Provide funding to the district for the development of a district/school literacy plan (\$1800.00)
- Provide funding to the district to support scheduling the annual Regional Workshop which includes advertising the opportunity and identifying participants from the school site. CALI Reads will document attendees and collect End-of-Event surveys. (\$500.00)
- Provide funds to support the District Support Teams (DST) comprised of participants from the school site to meet three times during the contract term. (\$1000.00)

2. Term. CONTRACTOR shall commence providing services under this CONTRACT on August 1, 2020, and will continue through June 30, 2021, subject to revision and renewal with BOARD approval in subsequent years. Pursuant to Education Code §17596, in no event shall this CONTRACT exceed a term of five (5) years.

3. Compensation. CALI Reads agrees to pay SRCS for services satisfactorily rendered pursuant to this CONTRACT a total fee not to exceed Fifteen thousand, three hundred Dollars (\$ 15,300.00).

Funds allocated to SRCS from NCOE support CALI Reads school site participation. CALI Reads funds will be received through the Napa County Office of Education. **SRCS shall invoice NCOE quarterly for CALI Reads reimbursement.**

4. Expected Outcomes (Deliverables). DISTRICT expects the following outcomes from the services performed by CONTRACTOR pursuant to this CONTRACT (What was the positive impact on the students? How will/is it measured?):

California's Adolescent Literacy Initiative (CALI Reads) is a multi-year project to **improve literacy outcomes for adolescent students, especially students with disabilities**. It serves California districts and district consortia who in collaboration with their school site administrators applied to participate. CALI Reads offers participating districts and their selected middle schools funding, support, and training through CALI Reads literacy coaching, professional development (PD) and systems support for teachers and administrators.

The following will be used to assess the impact of CALI Reads on literacy at Lawrence Cook Middle School:

- De-identified reading assessment data and a summary of student growth in literacy, for example, Universal Screening, Formative Assessment Data, growth on MAP test, and/or other Diagnostic Data.

5. Alignment with DISTRICT Strategic Plan. This CONTRACT supports the following Strategic Plan Goals (check all that apply):

☒ Provides a coherent, rigorous, and relevant teaching and learning program to graduate college and career ready students.

☐ Increases student and family wellness and engagement through the full-service community school model.

☐ Serves all students with a fair, just, and equitable distribution of resources: Personnel, financial, and instructional.

☐ Provides safe and inviting facilities with current technology.

6. Expenses. Except as set forth herein, DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

7. Independent Contractor. CONTRACTOR, in the performance of this CONTRACT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this CONTRACT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security, and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

8. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this CONTRACT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

9. Taxes. Federal Internal Revenue Service's regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this CONTRACT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

10. Indemnification:

- (a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss,

damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this CONTRACT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

- (b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

11. Insurance: With respect to the performance of work under this CONTRACT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

- (a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT".

- (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.

- (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and non-owned vehicles.

- (d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

- (1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this CONTRACT.

- (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

- (3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) Sexual Abuse and Molestation coverage in an amount no less than \$1,000,000 per occurrence, with an annual aggregate of \$2,000,000, endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Contractor will be directly supervising children]**

(f) Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this CONTRACT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT." **[Required if Professional Services is checked on first page]**

(g) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this CONTRACT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this CONTRACT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(h) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(i) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage, which is required pursuant to this CONTRACT; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this CONTRACT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

12. Termination:

(a) DISTRICT may terminate this CONTRACT without cause by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the CONTRACT without cause, it shall pay CONTRACTOR for services satisfactorily rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the CONTRACT, either party may

immediately terminate this CONTRACT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered, provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the CONTRACT by CONTRACTOR.

13. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this CONTRACT and has determined that CONTRACTOR and CONTRACTOR'S employees are subject to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

14. Confidentiality. CONTRACTOR acknowledges the protections afforded to student health and related information under regulations adopted pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), student records under the Family Educational Rights and privacy Act (FERPA), and under provisions of state law and DISTRICT policy relating to privacy. CONTRACTOR shall ensure that all activities undertaken pursuant to this CONTRACT comply with these requirements.

15. Ownership of Work Product: DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any work product gathered or computed by CONTRACTOR prior to termination of this CONTRACT by DISTRICT or upon completion of the work pursuant to this CONTRACT.

16. Assignment. The obligations of the CONTRACTOR pursuant to this CONTRACT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

17. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this CONTRACT or accruing out of the performance of such operations.

18. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this CONTRACT.

19. Entire CONTRACT/Amendment. This CONTRACT and any attachments constitute the entire CONTRACT among the parties to it and supersede any prior or contemporaneous understanding or CONTRACT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties. Should the CONTRACT terms conflict with any amendments attached hereto, this CONTRACT shall govern.

20. Notice. All notices or demands to be given under this CONTRACT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or

certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which either party may give notices or demands may be changed by written notice given in accordance with the notice provisions of this section. At the date of this CONTRACT, the addresses of the parties are as follows:

DISTRICT:

Santa Rosa City Schools

211 Ridgway Ave

Santa Rosa, CA 95401

707-890-3800

mmartin@srcs.k12.ca.us

CONTRACTOR:

Name: Napa County Office of Education

Street: 2121 Imola Avenue

City/State/Zip: Napa, CA, 94559

Phone: 707-590-2043

Email: shughes@napacoe.org

21. Nondiscrimination. CONTRACTOR shall comply with all applicable federal, state, and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this CONTRACT are incorporated by this reference.

22. Extra (Changed) Work. Only the Superintendent may authorize extra (and/or changed) work, which shall be in writing and thereafter ratified by the Board. The parties expressly recognize that DISTRICT and DISTRICT personnel are without authorization either to order extra (and/or changed) work or to waive contract requirements. Failure of the CONTRACTOR to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the CONTRACTOR thereafter shall be entitled to no compensation whatsoever for the performance of such work.

23. Conflict of Interest. CONTRACTOR represents that it presently has no interest, which would conflict in any manner or degree with the performance of services contemplated by this CONTRACT. CONTRACTOR further represents that in the performance of this CONTRACT, no person having such interest will be employed. If CONTRACTOR participates in the planning, development, or negotiation of a contract for the District, CONTRACTOR may not subsequently acquire a financial interest in that contract in violation of Government Code section 1090.

24. Severability. If any term, condition, or provision of this CONTRACT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

25. Governing Law. The terms and conditions of this CONTRACT shall be governed by the laws of the State of California with venue in Sonoma County, California, and no other place.

THIS CONTRACT IS ENTERED INTO THIS **First** DAY OF **August**, 2020.

DISTRICT

Signature: _____

Rick Edson

Deputy Superintendent

mmartin@srcs.k12.ca.us

707-528-5831

AUTHORIZED SIGNER of CONTRACTOR

Signature: _____

Print Name: Josh Schultz

Title: Deputy Superintendent

Email: jschultz@napacoe.org

Phone: (707) 253-6832