SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Christopher Caban / _____ / 10/3/18
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Sylvan Learning

1345 Grand Ave., Piedmont, CA 94610
Address / City / State / Zip

510-928-4646 / _____ / educate@sylvanpiedmont.com
Telephone Number / Fax Number / Cell # or E-Mail Address

SCOPE OF WORK: Two rounds of academic reading and math intervention for up to 10 students per group. 36 hours of intervention and 4 hours of pre and post testing per round.

LOCATION OF SERVICES: John Muir Middle School

DATE(S) OF SERVICE: Round 1:
Tuesday, October 30th - 12/18 Round 2: 1/15 - 3/5

ESTIMATED COST: $19,200 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Sylvan intervention

BUDGET NUMBER: 010-5809-3010-0000-7200-012-12-320
010-5809-9218-0000-7200-018-18-525 or ASB funds____)

Administrator/Program Manager Approval:

Christopher Caban / _____ /Date: 9/27/18
Print Name / Signature

Consultant/Contractor:

Barbara Sabbadini / _____ /Date: 9/13/2018
Print Name / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

✓ BOARD APPROVAL DATE: October 9, 2018
✓ Clearances with Human Resources: ✓ Fingerprinting ✓ TB
___ Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
___ Copy of Requisition ___ Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___ Originating Department ___ Human Resources ___ Purchasing Department

REVISED 4-16-14 RA/RM/vkc

REQUIRED CERTIFICATIONS AGREEMENT
BETWEEN SAN LEANDRO UNIFIED SCHOOL DISTRICT
AND Bay Area Education Support Systems dba Sylvan Learning

All providers of services to the San Leandro Unified School District ("District") are required to comply with the terms and conditions of this Required Certifications Agreement ("Agreement"), which is incorporated into and made a material condition and provision of all agreements for services. Failure to comply with these terms and conditions constitutes grounds for immediate termination of any agreement for services between any Agency/Consultant/Contractor (hereafter referred to as "Consultant") and the District. The undersigned Consultant has the responsibility to make a reasonable determination of whether an employee/agent/volunteer/subconsultant and/or other authorized representative (each, a "Consultant provider") will have more than limited contact with pupils, and therefore requires a criminal background check. To make this determination, Consultant shall consider the totality of the circumstances, including factors such as the length of time the person will be on school grounds, whether the person will be in proximity with pupils, and whether the person will be alone on school grounds or will be constantly supervised by a person who has passed a criminal background check. As an example, note that any counselor, instructor or care provider in a group or individual setting will be considered to have "more than limited contact."

Criminal Background Clearance: Consultant shall, in connection with each Consultant provider comply with the provisions of Education Code §45125.1, including, but not limited to obtaining clearance from both the California Department of Justice (CDOJ) and the Federal Bureau of Investigation prior to providing Services to any District student. Consultant shall not permit any Consultant provider to have any direct contact with District pupils or families until after Consultant certifies in writing to the District that such Consultant provider has not been convicted of a violent or serious felony, as contemplated in the Education Code. Consultant shall also make a request for subsequent arrest service from the CDOJ as required by California Penal Code Section 11105.2.

Tuberculosis Clearance: Each Consultant provider must show evidence of negative tuberculosis (TB) test results, as described in, and within the timeline prescribed by, Education Code §49406, before having contact with District students or families. Consultant shall maintain on file the certificates from the examining physicians and surgeons showing that each Consultant provider was examined and found free from active tuberculosis. These forms must be maintained and updated by Consultant, and be available to the District or any designated agency upon request or audit.

Cost: Consultant shall be responsible for all costs related to fingerprinting and TB testing. Consultant shall provide the District with Certifications, in the form attached to this Agreement (Page 2), covering each and every Consultant provider.

Effective Date: This agreement shall be dated and in full force and effect on the date signed by the District, as indicated below.

No Other Changes: All provisions of this Agreement not specifically changed herein remain in full force and effect. This Agreement, constitutes the full agreement and understanding of the Parties with respect to the matters therein and herein contemplated.

Execution: The person(s) executing this Agreement on behalf of the Consultant warrants and represents that Consultant has vested authority on such person(s) to execute and deliver this Agreement and to perform the services contemplated hereunder and further agrees that this Agreement is a material condition of any and all agreements for services between Consultant and the District.

Company Name: Sylvan Learning

[Authorized Representative]

Title: Director of Contract Services

Date: 9/13/2018

For the SLUSD:

[Superintendent or Designee]

Title: Vice Principal

Date: 9/27/18

REQUIRED CERTIFICATIONS AGREEMENT - Page 2: Criminal Background Checks and Tuberculosis Testing in Connection with Consultant and Contracting Services

I certify that each of the persons below meets all of the requirements as described on Page 1 of the Required Certifications Agreement. If necessary, additional persons may be added to this agreement on attached pages labeled Criminal Background Checks and Tuberculosis Testing in Connection with Consultant and Contracted Services and shall meet all of the requirements specified in this agreement.

I certify that none of my employees/agents/volunteers/subconsultants, contractors, or representatives will have any contact with students prior to passing the criminal background checks and tuberculosis screening required by this Agreement.

Name	Fingerprint Clearance Date	TB Clearance Date
Pia Benevuto	4/16/2018	4/16/2018
Tracy Quinnine	4/1/2018	4/10/2018
Maria Sacramento	4/15/2018	4/15/2018

By signing below on behalf of Consultant, I certify that I am an authorized signatory and that the information provided herein as "Required Certifications" is true and accurate. I further acknowledge that during the term of this Agreement, if I learn of additional information which differs from the responses provided above, or if I engage additional employees/agents/volunteers, I promise to forward this additional information to the District immediately.

Legal Name of Consultant/Contractor: Bay Area Education Support Systems dba Sylvan

By: _____ Date: 9/13/2018
(authorized signatory)

Name: Barbara Sabbadini Title: Director of Contract Services

Contract School Site Information

School Name: John Muir Middle School

Principal Name: Vernon Walton
Principal email address: vwalton@slusd.us

School address: 1444 Williams Street

School phone number: (510) 618-4400

Person to contact with questions: Vernon

Test Date & Location:
Round 1:
October 23rd (2 groups) (1 group ELA and one group Math)
Round 2:
January 8th (1 group – either ELA or Math)

Instructional start date & Location:
Round 1:
Tuesday, October 30th
Round 2:
Tuesday, January 15th

Available Rooms for instruction: A 6 (Is this still available?)

Bell Schedule: Tues/Thurs. 3:00:500 Wed. 2:00 – 4:00

Classroom #s:
Particular Additional Contract Info:

- **One group only – school will initially contact parents regarding program and test and we will remind parents as to first day of instruction.**
- **Tuesday and Wednesday – 2 to 4 & Thursday 3 to 5 (6 hours per week)**

Instruction Conclusion and Post tests: Round 1: Tues. 12/18
Round 2: Tues. 3/5

Snack Schedule/Distribution
Where to store materials/snacks: Store materials and snacks in classrooms

Sylvan Learning

Overview:

The Sylvan Learning Center in Castro Valley, CA is licensed to offer all Sylvan programs and curricula. The broad base of program options allows us to select what is best for the student. Our organization is held to the highest standards in teacher and administrator qualifications. Our staff is certified, highly qualified and meets the standards set forth by Sylvan Corporate and Western Association of Schools and Colleges (WASC).

Research-based:
The Sylvan programs are based on current research on remedial and supplemental instruction, including the recommendation of The National Council of Teachers of Mathematics and National Reading Panel. Most recently The National Mathematics Advisory Panel final report *Foundations for Success* issued in March of 2008 noted the importance of explicit systematic instruction; coherent progression of mathematics learning, with an emphasis on proficiency with key topics; simultaneous development of conceptual understanding, computational fluency, and problem-solving skills; and formative assessment all of which are components of the Sylvan math program.

THIS AGREEMENT is entered on 8/24/ 2018 by and between **San Leandro Unified School District for John Muir Middle School** herein called **DISTRICT** and Bay Area Education Support Systems, dba Sylvan Learning, herein called **CONTRACTOR**.

WHEREAS the **DISTRICT** desires to engage the **CONTRACTOR** to render ELA and Math intervention services for **up to 60 students** and in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. **Employment of CONTRACTOR:** The **DISTRICT** agrees to engage the **CONTRACTOR** and the **CONTRACTOR** agrees to perform in a manner satisfactory to the **DISTRICT** the services set forth on **Schedule 1** (the "Services").

2. **Date, Time. Place of Performance:** The Services are to be performed at the times and locates as set forth on **Schedule 2**.

3. **Consideration.** The **DISTRICT** agrees to pay the **CONTRACTOR** the amounts set forth on **Schedule 3** as consideration for the Services.

4. **CONTRACTOR** hereby represents that neither it nor its principals have ever been convicted of or pled guilty or no contest (no lo contendre) to a felony or offense involving moral turpitude (including, but not limited to, theft, attempted theft, fraud, rape, murder, swindling, and indecency with a minor).

5. **Termination of Contract:** This contract shall terminate on the date that **CONTRACTOR** has completed all work covered by this contract unless extended by the written agreement of the **DISTRICT** and the **CONTRACTOR** at the time of final performance is completed. Additionally, this contract may be terminated by the **DISTRICT** if for any reason the **CONTRACTOR** shall fail to fulfill in a timely and proper manner its obligations under this contract, in which event the **DISTRICT** may terminate the contract by giving written notice of such termination and the effective date of the termination. In the event of termination of the contract, the **CONTRACTOR** shall be entitled to receive just and equitable compensation for any reasonably satisfactory work completed prior to the date of termination.

6. Independent Contractor and hold Harmless Agreement: **CONTRACTOR** is an independent **CONTRACTOR** and shall be solely responsible for payment of its employees and shall provide, if required, workman's compensation and public liability insurance to protect itself from liability for injuries or damages to its employees and shall further be solely responsible for the withholding and/or payment of any taxes or contributions imposed by any federal, state or local governmental entity by reason of employment. The **CONTRACTOR** agrees to hold **DISTRICT** harmless from any and all liability that **DISTRICT** may incur, including without limitation damages of every kind and nature, out of pocket costs and legal expenses, incurred by reason of the **CONTRACTOR'S** negligence or breach of this contract.

7. Compliance with Laws. **CONTRACTOR** agrees, in the performance of this contract, to comply with all federal, state, and local laws, regulations, rules, and orders applicable to this contract.

8. Proprietary Information, Confidential Information and Data. During the period covered by this Contract, it may be necessary for either party to provide proprietary or confidential information. With respect to such information, the parties agree as follows:

(a) For proprietary or confidential information of the **DISTRICT** to be protected as such, in accordance with this Contract, it must be:

(i) In writing;

(ii) Clearly identified as proprietary information on each page thereof and marked with the following legend: "Proprietary information of (furnishing party)" or equivalent, and

(iii) Delivered to the individual designated as provided herein.

(b) For proprietary or confidential information of **CONTRACTOR** to be protected as such, in accordance with this Contract, it must only be in writing, it being the intention and understanding of the parties that all materials provided by **CONTRACTOR** shall be deemed to be proprietary and confidential.

(c) Each party hereto agrees not to disclose such proprietary or confidential information to unauthorized parties. Neither party shall be liable, however, for the inadvertent or accidental disclosure of such information if such disclosure occurs despite the exercise of the same degree of care as such party normally takes to preserve and safeguard its own proprietary or confidential information. The receiving party shall not use proprietary or confidential information of the other for any purpose other than as is required for the performance of this Contract. The receiving party assumes no responsibility for release of proprietary information by the general public pursuant to the Freedom of Information Act, as amended, or any other similar statute or regulation.

(d) The obligations of the parties with respect to handling and using proprietary or confidential information is not applicable to the following:

(i) Information that is or becomes available to the receiving party through third parties or the general public, with restriction and without breach of this agreement by the receiving party.

(ii) Information that is or become known to the receiving party independently of the disclosing party.

(iii) Information that is independently developed by the receiving party.

(iv) Information that is or has been furnished by the disclosing party to the Government with "unlimited rights."

(v) Information that is or becomes available to a party by inspection or analysis of products offered for sale.

(e) The obligations of the parties under this provision shall terminate ten years from the date of acceptance of this Contract and shall survive the expiration and termination of portions of this Contract.

9. **DISTRICT's and CONTRACTOR's Property**. If any equipment, hardware, software, documentation or data should be developed, made or procured by **CONTRACTOR** for furnishing the supplies/services required hereunder, then, unless otherwise provided by the Contract, immediately upon procurement they shall become the property of the **CONTRACTOR** after the completion of the Contract. Any such items or materials, including program data or other program information furnished by or paid for by the **DISTRICT**, shall become and shall be identified as property belonging to the **DISTRICT**; shall be held by **CONTRACTOR** on consignment at **CONTRACTOR's** risk; shall be used exclusively for furnishing the supplies/services required by this Contract; shall be subject to disposition by the **DISTRICT** at any and all times; and, shall be delivered to the **DISTRICT** following completion of project and/or termination of this Contract.

10. **Miscellaneous** .

(a) Failure of the **DISTRICT** to insist upon strict conformance of the provisions of this Contract shall not constitute a waiver of any of the provisions hereof or a waiver of any of the program requirements, specifications, or a waiver of any default provisions.

(b) The invalidity in whole or in part of any provision of this Contract shall not affect the validity of any other provision(s) of this Contract.

(c) This Contract shall inure to the benefit of and be binding upon each of the parties hereto and their respective successors and assigns. It may not be assigned in whole or in part by either party without the prior written consent of the other party.

(d) This contract constitutes the entire agreement of the parties hereto and it may not be changed or altered except by written agreement signed by the parties to this contract.

IN WITNESS WHEREOF the DISTRICT and the **CONTRACTOR** have executed this agreement effective the date first herein written.

CONTRACTOR:

Bay Area Education Support Systems, dba Sylvan Learning

By:
Barbara Sabbadini M.A. –

_____

Director of Contract Services
Sylvan Learning

DISTRICT: San Leandro Unified School District; John Muir Middle School

By: Joanne Clark

Director Prevention and Intervention Services
San Leandro Unified School District

Vernon Walton

Principal
John Muir Middle School

Schedule 1 – The Services

CONTRACTOR agrees to deliver the following services:

- **36 hours** of student academic intervention support in English Language Arts and Mathematics – conducted in three separate rounds of instruction.
- Students will be selected by John Muir and then pre and post assessed using the GRADE and GMADE assessment tests.
- Assessment results & school data will be used to place students in groups of 8 – with 2 scholarship students per group.
- Sylvan will provide all curriculum and support materials such as workbooks, pencils, math manipulatives, etc.
- Sylvan will provide pre and post test data to John Muir Middle School.
- John Muir agrees to initially notify parents/guardians of Sylvan services to be provided; then Sylvan will outreach to families regarding testing and instructional calendar.

Schedule 2 – Date, Time & Place of Performance

CONTRACTOR agrees to deliver the following:

- 1st Round of instruction: **Test** October 23rd **(2 groups) (1 group ELA and one group Math)**
  - Start of instruction Tuesday, October 30th
  - Days of instruction: Tuesday, Wednesday, Thursday
  - Times: Tuesday and Wednesday – 2 to 4 & Thursday 3 to 5 (6 hours per week)
  - Post testing date: Tuesday, 12/18
- 2nd Round of instruction: **Test** January 8th **(1 group – either ELA or Math)**
  - Start of instruction Tuesday, January 15th
  - Days of instruction: Tuesday, Wednesday, Thursday
  - Times: Tuesday and Wednesday – 2 to 4 & Thursday 3 to 5 (6 hours per week)
  - Post testing date: Tuesday, 3/5

Schedule 3 – Considerations (Payment Terms)

Cost of program:

$6,400 per group for 36 hours of intervention and 4 hours of testing
Round 1: $12,800
Round 2: $6,400
Total: $19,200

DATA DISCLOSURE AGREEMENT

This Memorandum of Agreement ("the Agreement") is entered into on this 13th___ day of September_ by and between the San Leandro Unified School District ("the District") and _Sylvan Learning "the Contractor" for the purpose of disclosing personally identifiable information (PII) from student data records in order to facilitate the provision of behavioral health services to students within the District (hereinafter "services").

I. **PARTIES.** The San Leandro Unified School District is a local educational agency, authorized to collect and maintain student educational records consistent with applicable state and federal laws and subject to the federal Family Educational Rights and Privacy Act (FERPA), as authorized by 20 U.S.C. § 1232g(b) and 34 CFR Part 99. Sylvan is a provider **of academic tutoring services.**

II. **PURPOSE.** The purpose of the Agreement is to document the terms under which the District is authorized to disclose to the Contractor personally identifiable student information for the provision of services, and to designate the Contractor as the authorized representative of the District consistent with applicable federal and state laws concerning access to and confidentiality of student record information including FERPA. As described herein, the Contractor, as the District's authorized representative, may have temporary, read-only access to PII within the District's AIRES Student Information System, for use in the provision of services identified in this Agreement and any addenda to it. A description of services, Exhibit A, is attached hereto.

III. **AUTHORITY.** Consistent with the federal Family Educational Rights and Privacy Act (FERPA) § 99.31, the District may disclose personally identifiable information from an Education record of a student without the consent required by § 99.30 if the disclosure meets one or more of the following conditions: (A) The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests. (B) A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph provided that the outside party—(1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and (3) Is subject to the requirements of § 99.33(a) governing the use and disclosure of personally identifiable information from education records.

The District designates the Contractor as its authorized representative for the purposes of disclosing student information, including personally identifiable information, for use in the provision of services as described above.

All services referred to above shall be described in addenda to this Agreement, which shall include service information including but not limited to the scope of services, data that will be disclosed to the Contractor, temporary custodian appointed by the Contractor, applicable timelines, additional terms and conditions specific to the services, and requirements for communication and reporting to the District.

IV. **TERMS AND CONDITIONS**. To effect the transfer of data and information that is subject to State and Federal confidentiality laws and to ensure that the required confidentiality of personally identifiable information shall always be maintained, the Contractor agrees to:

a. In all respects, comply with the provisions of FERPA and applicable state law. For the purposes of the Agreement and the specific services conducted pursuant to the Agreement and described in addenda to the Agreement, FERPA includes any amendments or other relevant provisions of federal law, as well as all requirements of 34 CFR Part 99 and 20 U.S.C. § 1232g. This Agreement may not be construed to allow either party to maintain, use, disclose, or share student record information in a manner not allowed under Federal law or regulation or applicable state law or regulation.

b. For purposes of services provided and for ensuing the Contractor's compliance with the terms of this Agreement and all applicable state and federal laws, the Contractor designates Barbara Sabbadini (Provider Lead) as the temporary custodian of the District's data. The District shall provide read-only access to student data within the District's AERIES Student Information System for the provision of services to the named temporary custodian. For the purposes of this agreement, student data shall mean that data set (or a subset of the data set) defined in Exhibit B, attached hereto.

c. Use data shared under the Agreement for no purpose other than the services described in this Agreement, and as authorized under 34 CFR § 99.31(a)(6)(i). This Agreement or addendum shall not be construed to authorize the Contractor to have access to additional data from the District that is not included in the scope of the Agreement or under the terms of the services described in the addenda to it, or to govern access to the data by entities other than the Parties. The Contractor further agrees not to share data received under the Agreement with any other entity without prior written approval from the District. The Contractor understands that the Agreement does not convey ownership of data to the Contractor.

d. Require all employees, contractors, and agents of any kind to comply with the Agreement and all applicable provisions of FERPA and other federal and state laws with respect to the data and information shared under the Agreement. The Contractor agrees to require and maintain an appropriate confidentiality agreement from each employee, contractor, intern, or agency with access to data pursuant to the Agreement. The Contractor is not authorized to share data and information provided under the Agreement and addenda with any other individual or entity for any purpose other than completing the Contractor's work as authorized by the District consistent with this Agreement and addenda to it.

e. Not amend or alter the scope, design, format, or description of services provided by the Contractor, except as consistent with the Agreement and any addenda to it, without prior written notice to the District.

f. Maintain all data received pursuant to the Agreement separate from all other data files and not copy, reproduce, or transmit data obtained pursuant to the Agreement except to the Contractor's own agents acting for, or on behalf of the District and as necessary to fulfill the purpose of the services described in the attached addenda. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of the Agreement and addenda to it in the same manner as the original data disclosed by the District to the Contractor. The ability to access or maintain data under the Agreement shall not under any circumstances transfer from the District to any other individual, institution, or entity.

g. Not disclose data contained under the Agreement in any manner that could identify any individual student, except as authorized by FERPA, to any entity other than the District,

or authorized employees, contractors, and agents of the Contractor working as the District's authorized representative on the services approved by the District consistent with this Agreement and described in addenda to it. Persons participating in the approved services on behalf of the Parties under this Agreement shall neither disclose or otherwise release data and reports relating to an individual student, nor disclose information relating to a group or category of students without ensuring the confidentiality of individual students in that group.

h. Not provide any data obtained under this Agreement to any entity or person ineligible to receive data protected by FERPA, or prohibited from receiving data from any entity by virtue of a finding under 34 CFR § 99.31(a)(6)(iii).
i. Destroy all data obtained under the Agreement and addenda to it when no longer needed for the purpose for which it was obtained. Nothing in this Agreement authorizes the Contractor to maintain data beyond the time period reasonably needed to complete the services described in the addenda to this agreement. Upon termination of the Agreement and addendum to it as authorized by the District, whichever occurs first, the Contractor will return all data files and hard copy records to the District and purge any copies of data from its possession and/or computer systems in compliance with 34 CFR §§ 99.31(a)(6)(ii)(b) and 99.35(b)(2). The Contractor agrees to require all employees, contractors, or agents of any kind working on the provision of services to comply with this provision. No other entity is authorized to continue using data obtained under the Agreement upon termination of the Agreement and services described in addenda to it.

The District agrees to: Provide reasonable notification to the Contractor of any changes in District policies regarding limits on the use of confidential data and, as agents of the District, shall either affirmatively agree to uphold these policies or relinquish access to the data.

V. **RELATED PARTIES**. The Contractor represents that it is authorized to bind to the terms of the Agreement, including confidentiality, maintenance and destruction or return of data, all related or associated institutions, individuals, employees, interns or contractors who may have access to the data or may own, lease, or control equipment or facilities of any kind where the data is stored, maintained or used in any way.

VI. **TERM.** This Agreement takes effect upon signature by the authorized representative of each party and shall remain in effect until completion of the project described herein, or until canceled by either party upon 30 days written notice, whichever occurs first. The Agreement is renewable upon written approval by the authorized representative of each party.

VII. **NOTIFICATION.** The Contractor shall immediately notify the District of any release and/or breach of any confidential data received from the District, and take immediate steps to limit and/or prohibit disclosure, or further disclosure, of the confidential data.

VIII. **PROVIDERS ACCESSING DATA.**

	PROVIDER NAME	SCHOOL SITE
1	Sylvan Learning	Roosevelt Elementary, John Muir
2		
3		
4		
5		
6		
7		
8		
9		
10		

This Agreement expresses the entire agreement of the parties and shall not be modified or altered except in writing executed by the authorized representatives of the District and the Contractor, and in a manner consistent with applicable State and Federal laws.

Christopher J. Coburn / V.P. Printed Name/Title - **DISTRICT** Designee	Barbara Sabbadini **Printed Name/Title - AGENCY** Designee
9/27/18 **DISTRICT** Signature Date	9/13/18 CONTRACTOR Signature Date

San Leandro Unified School District

Family and Student Support Services Department

TITLE I PURCHASE ORDER JUSTIFICATION

School :

☐ **Bancroft**	☐ **Mckinley**	☐ **Washington**
☐ **Garfield**	☐ **Monroe**	☐ **Wilson**
☐ **Jefferson**	X **Muir**	

Date: 09/27/18

(SPSA 2017-2018 p. 33-34) The corrective actions that John Muir will take to address and improve access of students in urgent need of academic intervention is an alignment with the SLUSD strategic plan

DISTRICT GOAL: Goal #1: Teach, Learn, and Achieve Expectation: Every classroom and program in the district will provide students with engaging, responsive and personalized learning experiences that emphasize academic excellence, global competencies (i.e. critical thinking, problem solving, communication, collaboration, and creativity) and civic engagement.

Action #1 Budget Reference Expenditure Description 5800:
Professional consulting services and operating expenditures

Check here:

☑ Yes, My ESCAPE entry reflects that this is an "Allowable" expenditure

Vendor: Sylvan
Ordered by: Claudia Costa
Approved by: Christopher J. Caban / Vice Principal

Site Administrator: _____

Director: _____
Family and Student Support Services Department

Title I expenditures are audited carefully. When you spend funds from Title I, you need to attach this Title I Purchase Order Justification form with your purchase order or requisition.
SEND TO zzanipatin@slusd.us and cc: czuluaga@slusd.us