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: James Parrish III / James Parrish III / 2/25/19
(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: Academic intervention services for 6 students in either math or reading with homework support at San Leandro High

LOCATION OF SERVICES: San Leandro High - library

DATE(S) OF SERVICE: 3/4 - 5/16

ESTIMATED COST: $13,200 (and/or hourly Rate: $_____)

NAME OF PROGRAM: Sylvan Sync intervention

BUDGET NUMBER: 010-5809-5630-0000-2700-044-44-001 (or ASB funds____)

Administrator/Program Manager Approval:

James Parrish III / James Parrish III /Date: 2/25/19
Print Name / Signature

Consultant/Contractor:

Barbara Sabbadini / /Date: 2/6/19
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: _____
___ 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

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 §15125.1, 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: 1/19/2019

For the SLUSD:

James Parrish III

[Superintendent or Designee]

Title: Director, Family & Student Services

Date: 2/25/19

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
Michelle Richmond	8/20/2016	8/20/2016
Alissa Mahoney	9/10/2017	9/10/2017

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: 2/6/2019
(authorized signatory)

Name: Barbara Sabbadini Title: Director of Contract Services

Proposal for San Leandro High McKinney Vento Youth

Mission Statement

Sylvan Learning has been serving thousands of students across the nation and in Canada for over forty years. Sylvan is a nationally recognized brand with a large body of research backing its' instructional methodologies and research-based curriculum. Sylvan Learning has been enormously successful in improving academic outcomes for both their students within their learning centers and on school sites. As part of Sylvan's commitment to parents, schools and districts, Sylvan works with respected researchers to gather and analyze data and apply it to our programs. We share what we learn through our research institute. Please see www.sylvanresearchinstitute .com for additional information.

Bay Area Education Support Systems, dba Sylvan Learning of the Bay Area was incorporated in 1995 by Jack McAboy and Bill Kramer in the effort to offer academic support services to students across the Bay Area. The organization expanded from the initial flagship center in Piedmont/ Oakland to six additional centers across the Bay Area. In addition to Piedmont, these learning centers are located in El Cerrito, Fairfield, Vacaville, Napa, Walnut Creek, and Castro Valley. Committed to providing the best academic services available, Sylvan Learning of Bay Area undergoes the WASC accreditation process making Sylvan Learning of the Bay Area the only **WASC accredited** provider of supplemental education.

The Mission Statement of Sylvan Learning of the Bay Area is as follows:

- Sylvan believes that **EDUCATION IS EVERYTHING**. A child's future depends on a solid education and a love of learning. We teach our students how to learn so they build confidence and develop the skills needed to achieve success in school and beyond.

- We believe that **LEARNING SHOULD BE PERSONAL**. A one-size-fits-all approach to teaching doesn't fit everyone because no two students are exactly alike. They learn in different ways and at different paces. We make learning personal. We assess our students to understand their educational needs as well as their attitudes towards learning.

- We know that **GREAT TEACHERS INSPIRE**. Our teachers don't just teach. They get to know each student and they provide the positive reinforcement and motivation that leads to success. Our educators turn frustration into confidence, B's into A's, and strugglers into achievers. They inspire one student at a time.

- Our mission is to provide academic excellence with measurable results and **100% satisfaction** to every student, family, school, and district we serve.

Sylvan Sync Academic program

SylvanSync™ is Sylvan's Digital Teaching Platform (DTP). DTPs are a new category of educational products characterized by a technology-intensive learning environment designed specifically to support teaching and learning.[1]SylvanSync™ embodies several dimensions of a DTP that lead to a highly personalized learning experience for each student.

SylvanSync™ School Site Program includes:

- *State of-the-art assessments of cognitive and non-cognitive factors utilizing the STAR renaissance assessment*
- *A personal learning plan specific to each child's needs.*
- *Digital content delivered with the intuitive iPad® that comes alive when taught by Sylvan trained and certified teachers.*
- *Content that adapts to a child's skill level and rapidly accelerates as the student progresses.*
- *Instant feedback, recognition and rewards that increases students understanding of their own learning process and progress and consistently builds confidence as well as incentivizing regular attendance.*
- *Access to my Sylvan™, a family's personal Sylvan website with more educational activities to do at home and up-to-date progress tracking.*
- *Instruction in a 3:1 ratio*
- *40 hours or more of academic intervention in reading or math*

All of these features allow Sylvan to connect with students in a way that is meaningful to them and will spark an interest in learning that will build knowledge and confidence.

- **Assessments**— Sylvan uses several different assessments to understand each student's needs. To assess a student's skill set, Sylvan has partnered with Renaissance Learning and is using the STAR Reading Enterprise and STAR Math Enterprise tests. These tests are norm- and criterion-referenced tests of student's academic skills in reading and math. The Student Outlook Survey is used to assess non-cognitive factors, or student mind-set. Recent research has shown that these non-cognitive factors play an important role in student learning. The Student Outlook Survey is comprised of three scales for students in grades K–5: academic perseverance, academic self-confidence, and school engagement. For students in grades 6–12, a fourth scale, valuing school, is also included. Progress assessments are administered every 30 sessions to validate student progress. In addition, SylvanSync™ includes assessments of student content mastery that are

[1]See *Digital Teaching Platforms.* Dede, C., & Richards, J. (Eds.) New York: Teacher's College Press (2012).

embedded in instruction. These embedded assessments are an integral part of the mastery model described in the curriculum and instruction section that follows. The Initial and Progress assessments are available on Sylvan's web-based assessment portal.

To summarize, assessments include:

- Initial assessment of each student prior to instruction using the STAR Reading and Math Enterprise tests and the Student Outlook Survey
- Progress assessment on the STAR every 30 sessions
- Progress assessments on the Student Outlook Survey twice during the program: initial and final
- Embedded assessments integral to the SylvanSync™ instructional program

- **Learning Progressions and Adaptive Learning Plans** —The results of the STAR tests have been used by Renaissance to create empirically validated learning progressions that are mapped to **Common Core State Standards.** Sylvan uses learning progressions as a systematic and coherent way of organizing content.[2] The results of the STAR tests are used to place students at a starting point on a learning progression. Once on the progression, mastery and sequencing rules are used to determine which content a student receives. If a student demonstrates competency with a specific skill on a pre-test, or by completing instructional tasks, she will move forward on the progression. If a student cannot master a particular skill, then she will receive instruction in prerequisite skills and thus move back in the progression until she has mastered the prerequisite skills. In this manner, students receive the instruction they need, when they need it.

- **Curriculum and Instruction**— The curriculum content associated with each skill on the learning progression has been developed by Sylvan specifically to address Common Core State Standards. The curriculum is designed to support teachers as they deliver instruction to students using an iPad. Teachers use these curriculum materials to introduce each student to a skill in the following sequence: Instruction begins by having a student complete a pre-test on each skill. If the student passes the pre-test, they will move to the next skill. If they does not pass the pre-test, they will be given instruction by the teacher with support from content on the iPad. When it appears that the student understands a specific skill, the teacher has them tackle independent activities to practice and apply the skill and demonstrate what they have learned. As a student moves through the material, SylvanSync™ tracks performance and adjusts the sequence of content to be served, thus providing a highly personalized learning experience.

- **Student Motivation** —Sylvan teachers are trained to motivate students by engaging with them one-on-one around the technology-based content and the student-specific

[2]See both *Core Progress for Reading, An empirically validated learning progression*, Renaissance Learning 2013 and *Core Progress for Math, An empirically validated learning progression*, Renaissance Learning, 2012

• Demonstrates their understanding and eventually their mastery of skills. The system continually adapts so that the student is challenged, yet not frustrated. Guided by the teacher, the system provides direct instruction through independent practice and mastery tests.

• Uses feedback from the technology and the teacher to improve. Motivated by the teacher and an engaging curriculum, the learning process requires that the student pay careful attention to the insights provided.

• Asks for guidance as needed from the teacher. It is critical for the student to strive to reach the point when constant outside assistance is no longer necessary.

• Takes ultimate responsibility for learning the material. The natural goal for all instruction is for the student to have command of the material, and ultimately to learn to learn. This requires thoughtful, committed effort. The practice and learning must go beyond the directed learning in the center, to extend their learning in online activities wherever they are.

Technology

The SylvanSync™ program requires an iPad 2 or newer model iPad with the latest operating system (at minimum iOS 5). The security profile that is loaded on the devices requires that they be exclusively dedicated to SylvanSync™ for the duration of the program. If iPads are available at the school for project use, Sylvan will add its application to those iPads. If the school does not have iPads for this use, Sylvan Learning of the Bay Area will provide iPads for all students.

Sylvan will assess the wireless connection available at each site to determine if the connection is sufficient or if additional hardware is required. To address the need for secure student information, a separate SylvanSync™server will be used at each school. Sylvan will need access to computer labs or Chrome books for the administration of the Sylvan assessments, which reside on the web-based Sylvan assessment portal.

In addition to the in-school technology needed for instruction and described above, students and their parents will receive access to mySylvan, a personalized website that includes the following:

Suggested Timeline for Sylvan Sync 40 hour program:

Week of February 4 - 11th

- San Leandro High selects students and contact information such as student name, grade, date of birth and academic need and provides information to Sylvan.
- Student and parent/guardian contract is signed and sent to Sylvan.
- Students are scheduled for testing in the San Leandro High Library. (either 2/14 or 2/25 from 9:30-11:00)
- Individual programs are generated in the Sylvan Sync system.

Week of February 19th

- San Leandro on break

Week of February 25th

- Sylvan contract goes to board
- Sylvan contacts families to remind them as to the beginning of instruction

Week of March 4th

- 40 hour Sylvan Sync Instruction begins 4 hours per week – Tuesday and Wednesday at the San Leandro High School Library from 3 to 5. Homework assistance is built into the program.

Week of May 13th

- Instruction concludes

Cost

40 hours of Sylvan Sync intervention
3 -9 students divided in groups of 3 $2,200 per student

Total Cost for 6 students: $13,200

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; San Leandro High

By: Joanne Clark

Director Prevention and Intervention Services

San Leandro Unified School District

Dr. Richardson & James Parrish

San Leandro High

Contract School Site Information

School Name: San Leandro High

Principal Name: Drs. Richardson

School address: 2200 Bancroft Ave, San Leandro, CA 94577

School phone number: 510-618-4600

Person to contact with questions:
James Parrish
jparrish@slusd.us

Test Date & Location:
Thursday, 2/14 from 9:30 – 11:00 **or** Monday 2/25 from 9:30 – 11:00 in the library

Instructional start date & Location:
Tuesday 3/5

Available Rooms for instruction:
San Leandro High library – Tuesday and Wednesday from 3 to 5

Bell Schedule:
Tues/Wed. 3:00:500

Particular Additional Contract Info:

- Sylvan Sync – 7 students
- Homework Support during the last ½ hour of instruction is included
- Text the students for program updates, etc.

Instruction Conclusion and Post tests: 5/15