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Cover Sheet – Standard

Submitted by: Kee-An Lauser	
Department/Program: CALI Reads	
Contractor Name: Azusa Unified School District	
Amount: 25,000.00	Account #: 01-3372-0-7110-2100-5810-000-1036-1000
Amount: 500.00	Account #: 01-3372-0-7110-2100-5100-000-1036-1000

Document	Status	Notes from Originator
W9 Needed? (typically required)	No	
Is Contractor Using SSN/EIN?	EIN	
IF Using SSN, 587 Out of State Required		
Certificate of Insurance? (typically required)	Yes	
Endorsement Page? (typically required)	Yes	
NCOE Certificate of Insurance Requested?	No	
Mutual Indemnification Clause Requested?	No	
Additional Conditions Attachment?	No	
Is User Data Being Stored?	No	
Are Fingerprints Required?	No	

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From Originator: On Submission	From Originator: On Review
AFS# 2322	
Insurance Required: \$2,000,000.00	
Contractor will need an executed AFS to present to the board prior to signing and sending us an updated COI.	








From Optional Viewer	From Director

From Bus. Office: 1 st Review	Business Office: 2 nd Review

Notes From Deputy Superintendent

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Approval Path (contractor reviews/signs after director approval)

						
Optional	Director	Originator	Bus. Office	Originator	Bus. Office	Dep. supl.

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AGREEMENT FOR SERVICES

This agreement for personal or subcontract services and/or advice is hereby entered into between the **NAPA COUNTY OFFICE OF EDUCATION, HEREINAFTER "NCOE"** and:

Contractor: Azusa Unified School District			
Email: ekremer@azusa.org			
Street: 546 South Citrus Ave.	City: Azusa	State: CA	Zip: 91702
Office Phone: (626) 967-6211		Other Phone:	

Hereafter known as "**CONTRACTOR.**"

1. TERM

CONTRACTOR shall commence work on: July 1, 2022

The work shall be completed no later than: June 30, 2023

2. SCOPE OF SERVICES

CONTRACTOR is specially trained and experienced and competent and agrees to provide the special services required on a limited basis to the **NCOE**. The **CONTRACTOR** shall satisfactorily complete activities according to the specific services outlined in the **WORK TO BE PERFORMED** section of this Agreement.

CONTRACTOR understands and agrees that **CONTRACTOR** and all of its employees and subcontractors are not employees of the **NCOE** and are not entitled to benefits of any kind or nature normally provided employees of the **NCOE** and/or to which **NCOE** employees are

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normally entitled. **CONTRACTOR** shall be responsible to pay, according to law, all payments for income taxes, worker's compensation, unemployment insurance and self-employment (social security) taxes. No income or payroll taxes shall be withheld or paid by **NCOE** on behalf of **CONTRACTOR** or its employees or subcontractors. **CONTRACTOR** is responsible for maintaining appropriate tax related records.

CONTRACTOR shall furnish, at own expense, all labor, mileage, materials, equipment, and other items necessary to carry out the terms of this Agreement. Will **CONTRACTOR** be eligible for approved travel reimbursement? NO

3. COMPENSATION

a.) **NCOE** shall pay an amount not to exceed: \$25,500.00

This amount includes all expenses and services provided under this Agreement.

ATTACHMENT I includes rate of pay, dates of service, and an invoicing schedule if appropriate.

b.) The invoices for work shall be submitted to:

Napa County Office of Education			
Department: CALI Reads			
Attention: Kee-An Lauser			
Address: 1450 Technology Ln, Suite 200	City: Petaluma	CA	Zip: 94954
OR email invoice to: klauser@napacoe.org			

c.) The invoices shall set forth in detail the following items:

I. The dates that the services were provided

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- II. The type of services that were provided and the amount of time spent on each type of service provided
- III. Does **CONTRACTOR** need to include a summary of items completed thus far?
NO
- IV. Does **CONTRACTOR** need to include the estimated percentage of the contract completed thus far? NO

4. PERFORMANCE

In the performance of the work herein contemplated, **CONTRACTOR** is an independent contractor, with the authority to control and direct the performance of the details of the work, **NCOE** being interested only in the quality of the services and the results obtained.

CONTRACTOR shall comply with all laws, ordinances, rules, regulations and orders of any public authority bearing on the performance of the work and shall notify **NCOE** if contract documents are at variance therewith. In the performance of the work authorized under this contract, **CONTRACTOR** shall not discriminate against any person, because of race, creed, color, religion, sexual orientation, gender or national origin.

5. INDEMNIFICATION

CONTRACTOR agrees to hold harmless, indemnify and defend **NCOE** and its trustees, employees, agents and volunteers from any and all claims, damages, losses and expenses, including attorney fees, arising or resulting from damage to property, injury or death to any person, firm or corporation in connection with its performance of this Agreement.

CONTRACTOR also agrees to hold harmless, indemnify and defend **NCOE** and its trustees, officers, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services or materials to **CONTRACTOR** in connection with the performance of this Agreement.

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6. INSURANCE

During the term of this contract and any extension or modification thereof, **CONTRACTOR** shall keep in effect a policy of: **Comprehensive/Commercial General Liability Insurance**

The minimum requirement is: **\$2,000,000.00**

This minimum requirement is to be combined with a single limit for all damages arising out of injury to person/s or destruction of property for each occurrence. Not later than the effective date of this contract, **CONTRACTOR** shall provide **NCOE** with a certificate of insurance and an endorsement page naming the Napa County Office of Education, its Board of Trustees, officers, employees, volunteers and students as additionally insured. Coverage provided by this policy shall not be cancelled or materially changes without thirty (30) days written notice given to **NCOE**.

Is **CONTRACTOR** required to attach a Certificate of Insurance? YES

Is **CONTRACTOR** required to attach Endorsement Page? YES

7. W-9 REQUIREMENT

Per **NCOE** policy, **CONTRACTOR** must attach a completed W-9 form or complete included W9 form.

8. TERMINATION OF CONTRACT

Either party may terminate this agreement, in writing, at least 30 days prior to the date of termination. If contract is terminated, **CONTRACTOR** will be paid for all work completed.

9. WORK TO BE PERFORMED

Services to be rendered to **NCOE** by the **CONTRACTOR** as described in **ATTACHMENT II**.

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10. OUT OF STATE CONTRACTORS

NCOE policy requires a **587 FORM** as part of this Agreement if **CONTRACTOR** is based outside of the State of California or if **CONTRACTOR'S** address is a California address, form is not required.

Is **CONTRACTOR** based outside the state of California, and being required to attach a 587 FORM or use the included 587 FORM? NO

CONTRACTOR is operating under a:

EIN:

11. ADDITIONAL CONDITIONS

If Additional Conditions apply, review **ATTACHMENT III**.

12. ADDITIONAL DOCUMENTS/ATTACHMENTS

If you already have a signed W9 and 587 Form you can attach them here using the buttons below, or you may complete the forms at the end of this packet. IF a Certificate of Insurance and Endorsement page are required, please attach those documents using the buttons below.



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APPROVAL

for NCOE

**For
CONTRACTOR**

Deputy Superintendent

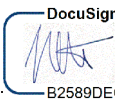
Assistant Superintendent, Ed. Services

Title

Title

Josh Schultz

Norma Carvajal Camacho

DocuSigned by:

B2589DEC0A51432...

Print Name

Print Name

Signature

Signature

10/18/2022

Date

Date

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ATTACHMENT I: COMPENSATION

Funds allocated to the CONTRACTOR to support CALI Reads school site participation:

The CONTRACTOR, Azusa Unified School District, agrees to distribute the funds as detailed below to the named school sites listed below, following school site completion of the following deliverables:

School Sites:

Center Middle School = \$6,375.00

Foothill Middle School = \$6,375.00

Slauson Intermediate School = \$6,375.00

Center Middle School, Foothill Middle School, and Slauson Intermediate School:

- **Participation Funds - \$6,375.00**

Funds to support project participants, including leaders, teachers, TOSAs to participate in project activities and offset associated costs such as extended time, stipends, or teacher release time through substitutes.

Required Backup Documentation:

Evidence of literacy training scale-up at the site.

Funds for the CONTRACTOR to distribute to the original three school sites:

$\$6,375.00 + \$6,375.00 + \$6,375.00 = \$19,125.00$

Ellington Elementary School = \$6,375.00

- **Literacy Training – \$6,375.00**

Funds are to support project participants, such as Content area, Intervention, and Special Education teachers to participate in project activities and offset associated costs such as extended time, stipends, or teacher release time through substitutes.

Activities include (but not limited to) literacy trainings (online and in-person), planning and collaboration with fellow teachers, coaching time with the site coach, and conducting digiCOACH walkthroughs.

Required backup documentation:

List of participating teachers and email addresses

Demonstration of literacy training and implementation



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ATTACHMENT I: COMPENSATION

Funds for the CONTRACTOR to distribute to the scale-up school site: \$6,375.00

Total Contract: \$19,125.00 + \$6,375.00 = \$25,500.00



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ATTACHMENT II: WORK TO BE PERFORMED

The CONTRACTOR, Azusa Unified School District, agrees 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.

CONTRACTOR Role Expectations

The CONTRACTOR will:

- 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.
- **Distribute project funds** to the 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).

The CONTRACTOR will meet the following deliverables:

- Complete and support evaluation documentation and data collection (for example, DST membership, District Checklist (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.

The CONTRACTOR will ensure the following CALI Reads school sites Center Middle School, Foothill Middle School, and Slauson Intermediate School meet the following deliverables.

Each school site will:



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ATTACHMENT II: WORK TO BE PERFORMED

- Complete a site plan for how CALI Reads funds will be used, including details on planned scale-up of literacy training.
- Complete and support evaluation documentation and data collection (Fidelity of Implementation Tool (FIT), End-of-Event evaluations, and bi-annual participant surveys).
- Prepare a final Sustainability and Growth Plan for submission to CALI Reads.

The CONTRACTOR will ensure that the following CALI Reads School Site, Ellington Elementary School meets the following deliverables:

- Identify a cadre of participants to engage in evidence-based online Literacy Training Modules, digiCOACH walkthroughs, and work with a CALI Reads Coach.
- Complete and support evaluation documentation and data collection (Fidelity of Implementation Tool (FIT), End-of-Event evaluations, and bi-annual participant surveys).