



SCHOOL BOARD ACTION REPORT

DATE: August 28, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: JoLynn Berge, Chief Financial Officer, jdberge@seattleschools.org
Michael Stone, Director of Grants, Fiscal Compliance & Strategic Partnerships, mastone@seattleschools.org.

For Intro: September 23, 2020

For Action: October 7, 2020

1. TITLE

Seattle Public Schools (SPS) Personal Services Contracts (PSC) for the City of Seattle's Parks & Recreation Department.

2. PURPOSE

This action report would approve the contract with the City of Seattle's Parks & Recreation Department for a total of \$909,416 to provide Families, Education, Preschool, and Promise (FEPP) Levy funded activities.

3. RECOMMENDED MOTION

I move that the Board authorize the Superintendent to execute the contract with City of Seattle's Parks & Recreation Department \$909,416 for the purpose of providing Families, Education, Preschool, and Promise (FEPP) Levy funded or other funding source activities in selected elementary, K-8, middle and high schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

- a. Background** This organization will deliver student support, tutoring and enrichment services during school year 2020-21, at a cost in excess of \$250,000. SPS is entering into one master contract with the City of Seattle's Parks & Recreation Department to provide distance and in-person support to students.

In an effort to support schools, we are combining individual school partnerships into one Personal Services Contract for each community-based organizations (CBOs). In 2015, Grants and Grants Accounting moved to a model of master contracts for CBO contracts with schools. If each school had their own personal services contract with each CBO it would not meet the threshold of \$250,000 for Board Approval. For transparency purposes we have combined all school requests for CBO services into one master contract for Board of Directors approval.

Multiple schools have chosen to contract with the Seattle Parks & Recreation, primarily to provide after school time learning and enrichment opportunities through a distance or in-person small group settings. The Parks & Recreation Department has been providing after school programing at many of our school sites over the past two decades.

Seattle Parks and Recreation has shifted to a 100% virtual platform in response to COVID-19 remote learning requirement; we are working collaboratively with schools to make sure all offerings meet individual school schedules for students and fulfill all contractual obligations we have with the school. CLC Coordinators are conducting targeted outreach to identified students furthest from educational justice using school messenger, translated fliers, and other school/family engagement efforts. CLC Coordinators are also assisting Principals in disseminating materials and electronic devices to students. CLC programs will launch the first week of October.

SPR has one elementary school investment with Northgate CLC, the staff of this location are continuing to offer academic interventions – math and reading for student 2nd – 5th grade target students, enrichment opportunities and social emotional learning all using Seesaw the online platform that the majority of SPS elementary schools are using to delivery online learning content. For enrichment/recreation, kits are prepared and either picked up by families or delivered by staff.

SPR has middle school investment with Aki Kurose, Denny, McClure, Mercer, and Washington middle schools. Each of these locations are offering a 100% virtual program focusing supports on 1) Academic – Math and Reading, 2) Culturally Based Mentoring (MBK, MSK, HU), 3) Enrichment with emphasis on S.T.E.A.M offerings and 4) Recreation. Sites are using Schoology and Microsoft Teams to deliver our virtual programs with a combination of pre-recorded and live instruction. CLC Coordinators are assessing the viability of offering some middle school offerings at SPR Teen Hubs (new offering while school is virtual by SPR to support MS/HS students).

- b. Alternatives** Separate personal services contracts would be required for each school if the proposed motion is not approved. Board approval for this motion simplifies the process for schools, the accounting office, and community-based organizations. Furthermore, this motion provides an additional level of transparency to the work, since the total commitment to each CBO is over \$250,000.
- c. Research** Contracts and associated outcomes for all programs for 2020-21 are being jointly developed with the City's Department of Education and Early Learning, central office staff, and the schools receiving funding.

5. FISCAL IMPACT/REVENUE SOURCE

The projected total for this contract is \$909,416.00. The funding will be provided through the City of Seattle's 2018 Families, Education, Preschool, and Promise (FEPP) Levy.

The revenue source for this motion is City of Seattle Families, Education, Pre-School & Promise Levy.

Expenditure: ☐ One-time ☒ Annual ☐ Multi-Year ☐ N/A

Revenue: ☐ One-time ☒ Annual ☐ Multi-Year ☐ N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

☐ Not applicable

☒ Tier 1: Inform

☐ Tier 2: Consult/Involve

☐ Tier 3: Collaborate

All Community Based Organizations just went through the Seattle Public School's Request for Qualifications (RFQ) process in May to qualify as a contracting partner with school sites.

7. EQUITY ANALYSIS

The Families, Education, Preschool, and Promise Levy provides approved supplemental funding to 30 higher Free & Reduced Lunch percentage Elementary, Middle and High School programs throughout the district. This contract will provide students at FEPP funded school sites with before, during and after school academic and enrichment programs to support closing opportunity gaps for students attending these schools. The work provided by each contracted community partner will be analyzed as part of the new strategic plan to align resources to student needs. City of Seattle Parks & Recreation Department staff are representative of the students they serve, especially those students furthest from educational justice.

8. STUDENT BENEFIT

This community-based organization will provide supplemental academic and enrichment support before, during and after school programs at FEPP funded school sites.

9. WHY BOARD ACTION IS NECESSARY

☒ Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

☐ Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

☐ Adopting, amending, or repealing a Board policy

☐ Formally accepting the completion of a public works project and closing out the contract

☐ Legal requirement for the School Board to take action on this matter

☐ Board Policy No. _____, [TITLE], provides the Board shall approve this item

☐ Other: _____

10. POLICY IMPLICATION

Per Board Policy No. 6220, Procurement, all contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board.

This action aligns with Board Policy No. 4265, School and Community Partnerships, which encourages the pursuit of community partnerships that increase access to academic and non-academic supports.

SPS will work with the contracted partner to inform and implement to the amount feasible, in alignment with Board Resolution No. 2020/21-4, any outdoor education opportunities.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Audit & Finance Committee meeting on September 14, 2020. The Committee reviewed the motion and moved this item forward to the full Board with a recommendation for approval.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, contracts will be developed, approved and services will begin with students.

13. ATTACHMENTS

- Seattle Parks and Recreation Draft Personal Services Contract (for reference)
- Seattle Parks and Recreation Data Sharing Agreement (for reference)

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

CONTRACTOR NAME AND ADDRESS (Legal Name – MUST be same as registered with Tax ID Number)	CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES
Name: CITY OF SEATTLE, DEPT OF PARKS AND RECREATION	WA State Business License (UBI#): 178 048 957
Doing Business As (DBA): SEATTLE PARKS AND RECREATION	Email: LORI.CHISHOLM@SEATTLE.GOV
Address: 300 ELLIOT AVE W, SUITE 100 - 4209 W. MARGINAL WAY SW	Telephone: 206-684-7123 OR CELL 206-423-2935
City, State and Zip: SEATTLE, WA 98119 - SEATTLE, WA 98106	Fax:
Accounting Use: Vendor # 203737	PO#

This contract is made between the Seattle School District (“the District”) and the above-named contractor (the “Contractor”). **District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.**

Whereas, the District requires the Contractor’s services; and whereas, the Contractor’s education and experience qualify the Contractor to perform specified services; it is agreed that the Contractor will provide services as follows:

I. SCOPE OF WORK

A. General objectives of this contract (include a brief description of the agreed upon services):

SEATTLE PARKS & REC WILL PROVIDE DURING SCHOOL, LUNCH TIME, AND AFTER SCHOOL PRO-SOCIAL ENGAGEMENT OPPORTUNITIES FOR ALL STUDENTS DURING THE WEEK, AND WEEKLY STRUCTURED MATH/ELA OPPORTUNITIES FOR STUDENTS THAT NEED ADDITIONAL INSTRUCTIONAL TIME. OFFER PROGRAMMING PER SEMESTER, IN PARTNERSHIP WITH SCHOOL STAFF AND CITY YEAR. PARTICIPATE IN FAMILY VISITS. PARKS & REC WILL PROVIDE DAYS OF ENRICHMENT ACTIVITIES, WITH TARGETED RECRUITMENT TO STRUGGLING STUDENTS. PARKS & REC STAFF WILL SUPPORT SCHOOL BREAK CAMPS. PARKS & REC WILL PROVIDE A WEEKLY SUMMER PROGRAM FOR ALL 3 MIDDLE SCHOOL GRADE LEVELS. PARKS & REC STAFF WILL PARTICIPATE ON STUDENT LEARNING SUPPORT TEAMS AND COLLABORATE WITH THE SCHOOL, AND THE DIPLOMAS NOW PARTNERSHIP ON THE SCHOOL WIDE ABC CAMPAIGN. WILL ALSO LEAD THE MY BROTHER'S KEEPER AND MY SISTER'S KEEPER MENTORING PROGRAMS, THE HERMANAS AND HERMANOS UNIDOS PRGRAM, HIRE AND SUPERVISE STUDENT MENTORS AND LEAD ALL SPECIAL EVENT PLANNING, DATA REPORTING AND SESSION PLANNING. COVID-19 CONTINGENCY PLAN: SEATTLE PARKS & REC WILL PARTNER TOGETHER TO CONTINUE ALL ELEMENTS OF OUR SERVICES WITH SCHOOLS BEING FULLY BASED ON ON-LINE LEARNING, WITH AN A-DAY/B-DAY PLAN, OR ANY OTHER COMBINATION.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

- B. In order to accomplish the general objects of this contract, Contractor shall perform the following specific duties (Describe the work to be performed by the contractor in detail, including the quantifiable steps or components of what the contractor is to do. Identify all tasks, work elements and objectives/outcomes of the contract, and timetables by which major parts of the work are to be completed. The specific duties may be attached as a separate document. If a separate attachment, please state “contractor shall perform the duties outlined in attachment __.”):**

See attached addendums showing contractor specific duties outlined for each school site:

203737 Parks & Rec 2020-2021

School	FY21 Dates		Total
Aki Kurose	Sep 20- Aug 21	1 CLC Site Coordinator	\$ 300,000.00
Denny	Sep 20- Aug 21	1 CLC Site Coordinator	\$ 110,004.00
McClure	Jan 21 - Jun 21	1 CLC Site Coordinator	\$ 70,002.00
Mercer	Sep 20- Aug 21	1 CLC Site Coordinator	\$ 205,710.00
Northgate	Sep 20- Aug 21	1 CLC Site Coordinator	\$ 23,700.00
Washington	Sep 20- Aug 21	1 CLC Site Coordinator	\$ 200,000.00
			\$ 909,416.00

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

C. Site/Location of Services:

Six school sites: Aki Kurose MS, Denny MS, McClure MS, Mercer MS, Northgate ES and Washington MS

II. SCHEDULE OF PERFORMANCE

No costs shall be incurred under this contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor's duties is as follows:

Dates of Services	
Start Date: 9/1/2020	End Date: 8/31/2021

III. PAYMENT (Select type):

☐ Hourly rate/Not to Exceed: In consideration of Contractor's satisfactory performance of the duties set forth herein, Contractor shall be compensated at an hourly rate of \$, for services rendered not to exceed a total of \$. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

☒ Set Rate: In consideration of Contractor's satisfactory performance of the duties set forth herein, Contractor shall be compensated at a set rate of dollars \$ 909,416.00 , inclusive of travel and all other contract-related costs. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

☐ Non-Financial: This is a non-financial agreement. In no event shall either party seek compensation for work performed under this agreement.

IV. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Seattle School District Policies and Superintendent Procedures
- Attachment A – Terms and Conditions
- Attachment B (if applicable) – Contractor Proposal
- Attachment C (if applicable) – [Title of attachment]
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

V. APPROVAL

This contract shall be subject to the written approval of the Superintendent's authorized representative and shall not be binding until so approved. The contract may be altered, amended or waived only by a written amendment executed by both parties.

Contractor Diversity (OPTIONAL)

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The District is committed to educational equity for our students with the goal of having all students, regardless of race or class, ready to succeed in a racially and culturally diverse local, national and global community (School Board Policy No. 0030). Values of inclusion and equity are also part of the District's business practices - ensuring that minority-owned and women-owned businesses (WMBEs) have the maximum practicable opportunity to participate in contracting with the District. The District defines WMBE firms as at least 51 percent owned by women and/or minority. State certification is recommended, but not required to meet the District's WMBE definition. To assist the District in tracking our goal for diversity in our contracts, please provide the following information regarding your business:

<input type="checkbox"/> Minority-owned, Self-identified	<input type="checkbox"/> Minority-owned, OMWBE Certified
<input type="checkbox"/> Women-owned, Self-identified	<input type="checkbox"/> Women-owned, OMWBE Certified
<input type="checkbox"/> Not applicable or Prefer not to answer	

We the undersigned, agree to the terms of the foregoing contract.

CONTRACTOR NAME (PRINT NAME): LORI CHISHOLM	FEDERAL TAX I.D. OR SOCIAL SECURITY NO.: 91- 6001275
SIGNATURE:	TITLE OF CONTRACTOR AND DATE SIGNED: MANAGER-OST OFFICE

Contractor: Please note there must be an IRS Form "W-9 Request for Taxpayer Identification Number and Certification" attached to this contract. The Federal Tax I.D. or Social Security number given below MUST match the number specified on the W-9. A W-9 form may be obtained from the IRS at www.irs.gov

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

1. I have personally verified the existence of funds available within the appropriate unit to pay this contract.
2. I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
3. The services being provided do not violate any labor agreement regarding contracting out for services. Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

SCHOOL/DEPARTMENT BUDGET AUTHORITY

School/Department Name: GRANTS AND FISCAL COMPLIANCE	Mail Stop: 33-343	Phone: 206-252-0275
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Print Name: MICHAEL A. STONE	Title: DIRECTOR, Grants and Fiscal Compliance
Signature:	Date:

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Personal Services Contract

Print Name: MICHAEL A. STONE	Title: DIRECTOR, Grants and Fiscal Compliance

CODING

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
2020 - 2021	Various for 6 schls	Various cost centers-see addendum for coding	7320

SCHOOL BASED CONTRACTS APPROVAL OVER \$25,000

Print Name:	Title:
Signature:	Date:

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

Contracts up to \$75,000:	Date:	Accounting Director
Contracts \$75,000 and Over:	Date:	Chief Financial Officer
Contracts over \$100,000:	Date:	Deputy Superintendent

FOR ACCOUNTING USE ONLY	
Funds Encumbered	Date
Grant Accounting Review:	Contracts Accounting Review:

Last Updated: January 2019

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Personal Services Contract

ATTACHMENT A – TERMS AND CONDITIONS

1. Payment to the Contractor: Compensation for the described services will be by warrant of the Seattle Public Schools after receipt of services. State Law RCW

42.24.080 forbids prepayment of services. The Contractor must submit an invoice to the originating school or department. The originator must then attach a completed Certification of Services Rendered form to the invoice and submit both to the Accounting Department for payment. The warrant will be issued through the Accounting Department.

2. Contractor Invoices: Contractor shall submit an invoice itemizing actual services and expenses after services have been rendered. **Invoices must meet District invoicing standards.** Payment will be made in one sum unless other approved. Unless otherwise specified, **payment terms are net 30 days.** Progress payments may be made not less than monthly. Any reimbursable expense for travel shall comply with district policy. If the parties anticipate the amount due for services and/or expenses will exceed this contract amount, or the dates of services will be extended, it will be necessary to complete a "Contract Modification/Extension" form which is subject to the same approval process as the original Services Contract. The District is not liable for any services above the approved contract amount without a properly approved and signed modification.

3. Correction of Noncompliance: Contractor shall, at no cost to District, promptly and satisfactorily correct or re-perform any Services found to be defective or not in compliance with the requirements of this contract or the requirements of any governmental authority, law, regulation or ordinance.

4. Compliance with Laws: Contractor shall comply, and be certain that its Services comply, with all applicable laws, ordinances, regulations, resolutions, licenses of record, permits of record, and other requirements applicable to the Services, in effect at the time of performance of the Services. Contractor shall furnish documents as may be required to evidence compliance with this section. Failure to comply with this section shall be grounds for District to immediately terminate the contract.

4.1 Discrimination: Contractor shall comply with applicable local, state and federal laws prohibiting discrimination with regard to race, creed, color, national origin, sex, sexual orientation, including gender expression or identity, marital status, age or the presence of any sensory, mental or physical handicap.

4.2 Confidentiality: Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g

4.3 Criminal background screening: Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete and pass a comprehensive national background check. Contractor shall at minimum meet criminal background check standards adopted by the District's volunteer program. Criminal background checks should be completed at the contractor's expense prior to start of Services. Contractor, all its employees, volunteers, agents or subcontractors may be background checked using District's Washington Access to Criminal History account (WATCH) as required by the WATCH user agreement.

4.4 Individuals with criminal records: Criminal records of Contractor, all its employees, volunteers, agents or subcontractors shall be examined using the District's procedure for reviewing volunteer applications with criminal records, or Contractor's own assessment tool if it is more rigorous than the District's.

4.5 Disqualifying criminal records: pursuant to RCW 28A.400.330, Contractor, all its employees, volunteers, agents or subcontractors shall be prohibited from providing Services at a public school where there may be contact with children, if they pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW, sexual offenses under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Contractor shall furnish such documents as may be required to evidence such compliance.

4.6 Adult Sexual Misconduct Prevention awareness: Prior to start of Service, contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete the District's "Adult Sexual Misconduct Prevention training for volunteers" available on the District's website at no cost.

5. District Use: All drawings, specifications, materials, information, property and other items obtained or developed in connection with the Services or the cost of which is included in the Reimbursable Expenses (including, but not limited to, documents, designs, drawings, plans, specifications, calculations, maps, sketches, notes, reports, data, estimates, reproductions, renderings, models, mock-ups, educational materials, curriculum and instructional material, books, workbooks,

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videos, and completed Services and Services in progress), together with all rights associated with ownership of such items (such as copyright, patent, trade secret and other proprietary rights), shall become the property of District when so obtained or developed or when such expense is incurred, as the case may be, whether or not delivered to District. It is agreed by the Contractor that the services provided to the District are specially ordered or commissioned and that such services are rendered on a work-made-for-hire basis. This confirms ownership by the District of all right, title, and interest, including all right of copyright, in and to any work of authorship created under this agreement. If for any reason it is determined that services were not provided under a work-made-for-hire situation, the Contractor irrevocably and permanently assigns to the District all ownership interest to any work created under this Agreement. Contractor shall deliver such items, together with all materials, information, property and other items furnished by District or the cost of which is included in the Reimbursable Expenses, to District upon request and in any event upon the completion, termination or cancellation of this contract. However, Contractor may at its own expense retain copies of any such items for its own records or for use in the furtherance of its professional knowledge.

District shall have a permanent, assignable, nonexclusive, royalty-free license and right to use all concepts, methods, processes, products, writings and other items (whether or not copyrightable or patentable) developed or first reduced to practice in the performance of the Services or otherwise whether by Contractor, any of its subcontractors, or any employee(s) of Contractor in connection with this contract. District shall hold Contractor or its subcontractors harmless for District's reuse of documents on a project other than this project.

6. Workers' Compensation: Contractor expressly waives any immunity or limitations (e.g., on the type or amount of damages, compensation, benefits or liability payable by Contractor) that might otherwise be afforded under any industrial insurance, worker's compensation, disability benefit or similar law, rule, regulation or order of any governmental authority having jurisdiction (including, but not limited to, the Washington Industrial Insurance Act, Title 51 of the Revised Code of Washington). By executing this contract, Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties.

7. Termination for Breach by Contractor or for the Convenience of the District: District may terminate this contract at any time for material breach by the contractor, by written notice, in which case contractor shall be liable for the direct and incidental damages suffered by the District for such material breach, but not for consequential damages. In addition, District may, at its option, terminate all or a portion of the services not then performed under this contract at any time, for its convenience for any reason, by so notifying Contractor in writing. In the event of termination, all finished or unfinished documents and other materials as described above shall, at the option of District, become its property upon compensation therefore in accordance with this contract, and District shall indemnify and hold harmless Contractor and its agents and employees from any claims arising from District's subsequent use of such documents and other materials, except to the extent Contractor is solely or concurrently negligent. If the contract is terminated by District for the convenience of the District as provided herein, Contractor's compensation for the Services shall be (i) that portion of the compensation for services performed prior to termination, and (ii) proper compensation for reimbursable expenses. Under no circumstances shall District be liable for any consequential damages, including, but not limited to, loss of profits on other projects or of reputation incurred by Contractor as a result of such termination.

8. Miscellaneous:

8.1 General: This contract represents the entire and integrated agreement between District and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This contract may be amended only by written instrument signed by both District and Contractor. This contract shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Washington. Venue in any litigation shall be in King County, Washington.

8.2 Independent Contractor: Contractor shall at all times be an independent contractor and not an agent or representative of District with regard to performance of the Services as authorized by this contract. Contractor shall not represent that it is, or hold itself out as, an agent or representative of District.

8.3 Indemnification: All activities performed by the Contractor are performed at its own risk, and Contractor shall indemnify, defend and hold the District harmless from any liability, claim, expense, damages or injuries to persons or property arising out of acts or omissions of Contractor, its employees, agents or subcontractors under this agreement, except to the extent caused by the District, its officers or agents.

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8.4 Debarment: Vendor, by accepting this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Vendor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.

8.5 Contractor Responsibility: Contractor shall provide and furnish all necessary tools, labor, materials, equipment and transportation, as necessary to perform the services. Contractor is liable for, among other things, employment and other taxes, personal health and car insurance, worker's compensation for its employees.

8.6 Assignment: Neither District nor Contractor shall assign, sublet or transfer any interest in this contract without the written consent of the other. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of District.

8.7 District Policies and Procedures: Contractor agrees that all staff assigned to a District school or those that will provide services to District students under this contract shall comply with all District policies, procedures and guidelines.

8.8 Insurance: If (1) this contract, or any amendments to this contract exceed a total value of more than \$49,999, and (2) Contractor performs services on District property, the Contractor shall, prior to starting services, submit a certificate of insurance showing evidence of Contractor's commercial general liability insurance, with a limit of not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage combined, including premises, operations, contractual and personal liability. Such insurance shall not be cancelled or reduced until 30 days prior written notice has been given to the District. If performance of the services involves regular unsupervised contact with minors, the District may require the Contractor to provide evidence of coverage for sexual abuse and molestation. If the contracted services involve professional services (including, but not limited to, medical, financial, legal, programming, design or educational services) the District may require the Contractor to provide evidence of professional liability coverage. If performance of the services requires use of an automobile, Contractor and its employees must have automobile liability insurance. Seattle Public Schools shall be named as additional insured on the contractor's general liability policy.

8.9 Conflict of Interest: Vendor understands and agrees that District employees and officers generally must not accept gifts or gratuities from people who may have an interest in District actions. Pursuant to Policy 5251, a District employee may only accept from a vendor: (1) advertising or promotional items of nominal value; (2) informational materials, subscriptions related to the recipient's performance of official duties; and food and beverages consumed at hosted receptions or hosted meals where attendance is related to the receiving employee's performance of official duties. Further, Vendor may not enter into any non-consumer business arrangement with any director, employee or agent of Seattle Public Schools, other than as a representative of the District, without prior written notification thereof to the District.

8.10 Cooperation with District Auditor and State Auditor: Vendor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to audit records of the Vendor relating to payment, performance, or performance under this contract, for three (3) years after completion of this contract. Failure to cooperate may be cause for debarment from award of future contracts.

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 8, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	September 1, 2020
School (Only 1 Per Addendum):	Aki Kurose
Community Based Organization (CBO):	Seattle Parks and Recreation
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	*Dates must be between 9/1/2020 and 8/31/2021
Total Payment Amount:	300,000.00

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT AMENDMENT*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	FUND CENTER Description	COST CENTER (10 digit)	TOTAL
1F68	FEPP Levy Contractual Services	AKL7927TE0	300,000.00
Total Payment Amount:			300,000.00

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

Overview: Seattle Parks and Recreation will provide during school, lunch time, and after school pro-social engagement opportunities for all students (up to 800) 4 days per week, and 2 times per week structured math/ela opportunities for students that need additional instructional time. Parks will offer programming for up to 14 weeks per semester, in partnership with school staff and City Year. Parks staff will participate in Family home visits. Parks will provide 100 days of enrichment activities, 1.25 hours per day (approximately 30 activities), with targeted recruitment to struggling students. Parks will coordinate a 4 week summer program for all 3 grade levels serving 80-140 total students. Parks staff will

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

participate on school Student Learning Support Team and collaborate with the school, and the Diplomas Now partnership on the school wide ABC campaign. Parks will also lead the My Brother's Keeper and My Sister's Keeper Mentoring Programs, the Hermanas and Hermanos Unidos program, hire and supervise the student mentors, and lead all special event planning, data reporting, and session planning.

1. The focus of Parks is on supports for math, literacy, ELL Interventions, family engagement, and enrichment activities for students during lunch, after-school and school breaks.
2. The Parks staff will coordinate all activities described above and will be on-site at Aki Kurose from 9:00am-5:30pm.
3. The Parks staff will supervise all OST/Lunch time, break camps, and summer programs staff and activities.
4. Communicate and coordinate with school staff and collect and report data.
5. Parks will provide OST transportation through FEL resources.
6. Parks will provide quarterly reports on students served and activities offered.
7. Parks will sit on and make regular reports to the Student Learning Support Team.
8. Parks will provide daily lunch-time pro-social activities.
9. Parks will provide math, literacy, and study homework center interventions from 3:45-5:00pm, 2 times per week up to 14 weeks per semester.
10. Parks will coordinate at least one academic break camp per school year pending budget availability.
11. Parks will collaborate with Family Engagement activities as described above.
12. Parks staff will participate in up to 5 home visits per school year as requested by Principal.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title (Name if known)	CBO Roles and Responsibilities
1.0 FTE CLC Coordinator	<ul style="list-style-type: none"> • 1.0 FTE CLC Coordinator will be at the school 40 hours per week, Monday-Friday. The Site Coordinator will provide supervision, planning, hiring, confirmation, communication, and oversight for all lunch-time, after-school, summer, and break camp programming.
	<ul style="list-style-type: none"> •

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School Position Title (Name if known)	School Roles and Responsibilities
Principal, Caine Lowery Asst. Principals, Emma Hong and Dan Reeve	<ul style="list-style-type: none"> Will sit on interview panel if CLC staff vacancies occur. Actively collaborate and communicate with CLC Coordinator to ensure integration and alignment between CLC and School. Ensure CLC access to space for programming needs. Will have regularly scheduled meetings to ensure academic programming alignment and progress.
	<ul style="list-style-type: none">

CBO Resources	School Resources
Parks will provide transportation for OST activities	The school will provide office and access to program space for CLC activities
Various Parks supplies and materials	The school will provide certificated teacher referrals for academic intervention programs
Staffing for enrichment/recreational activities	The school will provide access to appropriate student data to inform CLC program intervention design and student recruitment
	The school (district) will provide seattleschools.org email addresses for CLC Director. The school will provide adequate building keys to CLC Director
	The school will actively participate in Family Engagement events.
	The school will include Seattle Parks and Recreation in appropriate reports/promotional materials related to joint interventions and efforts.

SECTION 4: DELIVERABLES AND BUDGET (To be completed by school and CBO)

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: 9/1/2020 End Date: 8/31/2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule	Monthly payment amount: SEPT = \$ 25,000 OCT = \$ 25,000

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<p><i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i></p>	<table style="width: 100%; border-collapse: collapse;"> <tr><td>NOV = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>DEC = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>JAN = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>FEB = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>MAR = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>APR = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>MAY = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>JUN = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>JUL = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td>AUG = \$</td><td style="border-bottom: 1px solid black;">25,000</td></tr> <tr><td colspan="2" style="border-top: 1px solid black;">Grand Total = \$ 300,000.00</td></tr> <tr><td colspan="2">Total number of months: 12 months</td></tr> </table>	NOV = \$	25,000	DEC = \$	25,000	JAN = \$	25,000	FEB = \$	25,000	MAR = \$	25,000	APR = \$	25,000	MAY = \$	25,000	JUN = \$	25,000	JUL = \$	25,000	AUG = \$	25,000	Grand Total = \$ 300,000.00		Total number of months: 12 months	
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SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	DETAILED Payment Amount
Site Coordinator	Seattle Parks	On site Monday – Friday, 9-5:30 performing duties described above	Ongoing	\$25,000/month
After School Academic Supports, Enrichment and Mentoring Programs	Seattle Parks	After school programs will be coordinated Monday through Thursday for up to 1.5 hours/day	Ongoing	Included in above
Break Camps	Seattle Parks	At least 1 Academic Break Camp will be coordinated by Parks. Each Camp will have two 80-minute classes per day.	Ongoing	Included in above
Summer School Program	Seattle Parks	Summer School program will be coordinated Monday through Friday for 4 weeks, from 9am-2pm daily.	Ongoing	Included in above
TOTAL PAYMENT AMOUNT				300,000.00
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

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Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school X is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION
School-Wide ABC Report/Updates	Monthly	CLC Coordinator will track whole school attendance, behavior, and course work progress.
After School Enrollment and Participation	Monthly	Monthly report will be provided detailing all after school enrollment and participation levels.
Extended Day Academic Intervention Registration	Monthly	Monthly report will be provided detailing math and ELA extended day interventions, which "target" students are registered and overall participation levels.

***This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)***

Principal/School Representative

(Signature):

Caine Lowery

(Printed):

Caine Lowery

(Date) 05/28/2020

CBO Representative

(Signature):

Mike Browne

(Printed):

Mike Browne

(Date) 5/28/2020

(Title):

Manager, Seattle Parks+Rec, OST Office

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Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 8, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/20/2020
School (Only 1 Per Addendum):	Denny International Middle School
Community Based Organization (CBO):	Seattle Parks and Recreation
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020 – 8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	\$110,004.00

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT AMENDMENT*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	FUND CENTER Description	COST CENTER (10 digit)	TOTAL
1F68	FEPP Contractual Services	DYL7927TEO	\$110,004.00
Total Payment Amount:			\$110,004.00

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

Seattle Parks and Recreation will complete the following:
Overview: Seattle Parks and Recreation will provide daily pro-social engagement opportunities for all students during lunchtimes. They will also provide after-school targeted math, literacy, and study/homework center interventions, 3-4 times per week up to 10 weeks per quarter, in partnership with school staff and college tutors. Parks staff will participate in family home visits. Parks will provide 177 days of services that includes

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afterschool enrichment activities and lunchtime support, with targeted recruitment to struggling students, including programming focused on cultural affirmation. Parks staff will participate on school committees appropriate to focus of work as mutually agreed. Parks staff will support all school break camps (Winter, Mid-Winter, and Spring Breaks).

1. The focus of Parks is on supports for math, literacy, family engagement, and enrichment activities for students after-school.
2. The Parks staff will coordinate all activities described above and will be on-site at Denny from 8am-5pm.
3. The Parks staff will supervise all OST/Lunch time program staff and activities, communicate and coordinate with school staff, and collect and report data.
4. Parks will provide OST transportation, through FEL resources.
5. Parks will provide quarterly reports on students served and activities offered.
6. Parks will sit on and make regular reports to appropriate school committees as mutually agreed to regarding afterschool program.
7. Parks will provide daily lunch time pro-social activities.
8. Parks will provide support for out-of-school-time break camps.
9. Parks staff will participate in home visits.
10. Parks will provide 177 days of services that includes afterschool enrichment activities and lunchtime support.

COVID -19 Contingency Plan: As we did this spring, Denny and Parks will partner together to continue all elements of our contract with school being held in person, being fully based on on-line learning, with an A Day/B Day plan, or any other combination.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

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- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title (Name if known)	CBO Roles and Responsibilities
Will King, Site Coordinator	<ul style="list-style-type: none"> 1.0 FTE Site Coordinator will be at the school 40 hours per week. The Site Coordinator will: <ul style="list-style-type: none"> * Provide supervision, planning, hiring, coordination, communication, and oversight for all lunch time and after-school activities. * Conduct outreach and recruitment of students. * Manage all registration for OST activities. * Collect, track, and report participation and other relevant data. * Coordinate Family Engagement activities. * Attend home visits. * Manage OST buses/transportation. * Be liaison for all community-based organizations.

School Position Title (Name if known)	School Roles and Responsibilities
Jeff Clark, Principal	<ul style="list-style-type: none"> School personnel will allow access to space for CLC programs and activities. The Principal will meet regularly with CLC Coordinator. School leadership will actively collaborate and communicate with CLC Coordinator to ensure integration and alignment between the CLC and School.

CBO Resources	School Resources
Seattle Parks will contribute \$20,000; will provide transportation for OST activities, supplies, materials, and staff for enrichment activities.	<ul style="list-style-type: none"> * The school will provide an office and access to program space for CLC activities. * The school will provide certificated teacher referrals for academic intervention programs. * The school will provide access to appropriate student data to inform CLC program intervention design and student recruitment. * The school (district) will provide seattleschools.org email addresses for CLC Director. * The school will provide appropriate building keys to CLC Director and Assistant. * The school will provide student referrals. * The school will actively participate in Family Engagement events. * The school will include Seattle Parks and Recreation in appropriate reports/promotional materials related to joint interventions and efforts. * The school will include Seattle Parks and Recreation in related team and department meetings. * The school will provide CLC Director access to appropriate school trainings.

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

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Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: 9/1/2020 End Date: 8/31/2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: SEPT = \$ 9,167 _____ OCT = \$ 9,167 _____ NOV = \$ 9,167 _____ DEC = \$ 9,167 _____ JAN = \$ 9,167 _____ FEB = \$ 9,167 _____ MAR = \$ 9,167 _____ APR = \$ 9,167 _____ MAY = \$ 9,167 _____ JUN = \$ 9,167 _____ JUL = \$ 9,167 _____ AUG = \$ 9,167 _____ Grand Total = \$ 110,004.00 _____
		Total number of months: _____ <div style="text-align: right;">12 months</div>
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables) \$: _____</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	DETAILED Payment Amount
CLC Coordinator	Seattle Parks and Recreation	Coordination, supervision and planning for the school year	8/31/2020	\$9,167 per month
Planning meeting with key school staff	Parks CLC Director will initiate	Planning and coordination for school year activities	8/31/2020	Inc. in above

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Finalize Fall CLC programs/activities	Parks CLC Director	Finalize and report to key staff on Fall plan	9/14/2020	Inc. in above
Data Assessment	Parks and School staff	Review student data to inform intervention focus, determine student cohorts for recruitment	9/14/2020	Inc. in above
Outreach and Recruitment of students	Parks staff will lead (assistance provided by school staff)	Recruit and register program participants	9/28/2020	Inc. in above
Family Engagement Schedule	Parks staff with school designee	Finalize schedule and inform families	10/12/2020	Inc. in above
Fall program	Parks staff	Begin activities/interventions	10/8/2020	Inc. in above
School meetings	Parks staff	Attend meetings as mutually agreed.	TBD	Inc. in above
TOTAL PAYMENT AMOUNT (Should equal Total Payment Amount on pg.1)				\$110,004

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS (For CBOs providing regular direct services to students)

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school X is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION
Weekly program reports	Every Tuesday	Programming updates, planning and coordination
Quarterly Reports	Quarterly	Parks will provide quarterly reports on students served and activities offered.

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***This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)***

Principal/School Representative

(Signature): X 

(Printed): JEFF CLARK (Date) 6/4/20

CBO Representative

(Signature): X Mike Browne

(Printed): Mike Browne (Date) 6/11/2020

(Title): Manager, Seattle Parks and Recreation, OST Office

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Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 8, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	June 2, 2020
School (Only 1 Per Addendum):	McClure Middle School
Community Based Organization (CBO):	Parks and Recreation
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	1/1/2021 to 6/30/2021
Total Payment Amount:	70,002

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT AMENDMENT*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	FUND CENTER Description	COST CENTER (10 digit)	TOTAL
1000	After school programming and academic enrichment with additional daytime supports integrated to enhance student success	MCA0127010	31,000
1A28	After school programming and academic enrichment with additional daytime supports integrated to enhance student success	MCR55274B0	39,002
Total Payment Amount:			70,002

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

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Overview:

The McClure Middle School Vision is to advance equity and develop compassionate, productive citizens of the world. The mission of McClure is to have McClure Mavericks commit daily to being: Inclusive, creative, tenacious, and engaged scholars. Our partnership with Parks and Recreation will focus on coordination of the Community Learning Center (CLC) at McClure Middle School in service to that vision. The contract will consist of Program Management of various activities for McClure Middle School students in grades 6-8, targeting those with level 1 and 2 math scores and those at risk for course failure in core subjects as well as students who need support in the area of Social-Emotional Learning.

PROGRAM MANAGEMENT

The CLC Coordinator will collaborate with school staff to collect and analyze various data related to students performing at levels 1 and 2 on the most recent standardized assessments (SBA and interim assessments as appropriate); students experiencing difficulty maintaining a gpa of 2.5 or higher; students struggling behaviorally or struggling to adjust to middle school, for the purpose of placement into various intervention opportunities. The CLC will also partner with McClure in its ongoing construction of a viable AVID program.

STUDENTS PASSING CORE CLASSES: CLC will collaborate with McClure school administration and Levy Micro Team to identify and address issues related to core class passage. The CLC and McClure Levy team will endeavor to ensure that access to interventions are equitably assigned and not disproportionately offered, thereby increasing the reach of all intervention program offerings; both those run directly through CLC and those funded by other means.

Extended Day Supports:

- **Math and ELA After-School Programming:** The CLC, in collaboration with the McClure Math and ELA Depts, will design after-school academic support programming focused on core subject areas at least two time per week, between 3:55 and 4:55 pm to be offered both semesters. Programming will be focused environment utilizing teacher provided and online resources aligned with the district curriculum, staffed by a capable subject area individual. Programming will be structured in an individualized format, include some direct skill and or small group instruction with practice and feedback provided, various problem-solving exercises, for the purpose of raising math performance (as measured by course passage, state assessment scores) and aligned with the math scope and sequence.
- **HOMEWORK CLUB/Study Hall:** A targeted support aimed at the D/E (risk) cohort as recommended by teachers. Recommending teachers will provide missing assignments or ongoing risk areas.
- **My Brother's Keeper and My Sister's Keeper:** Mentorship program for black students providing social-emotional and academic support. Mentors will work with CLC and school administration to re-evaluate program goals and student engagement on a regular basis.

LUNCH TIME ACTIVITIES AND SUPPORTS: CLC will coordinate various lunch-time activities and supervision 5 days per week. Staffing are conditional on continued financial support from McClure PTSA. If PTSA funding is not available both parties will re-define scope of work.

LA CHISPA (The Spark Team): This club is for students who identify as Latinx and also aims to promote, strengthen and engage bi-lingual identity within McClure Middle School. In addition to the club, the Spark Team will support students and promote student leadership. This may include registration and transportation costs for leadership trainings, events and trips.

AVID (Advancement Via Individual Determination): Designed to increase college going capacity of our middle school population. This item is intended to support staffing in the AVID tutor methodology, resourcing AVID activities such as team-building 'lock-ins', field trip support and the costs associated with them.

Special Events/Evening Activities: CLC will co-jointly participate with McClure school staff in various special events to promote and foster a positive mindset among the student body and the community at large regarding participation in McClure Middle School programs, academic success as a desirable goal, and co-sponsored (or cross-promoted) activities

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such as PTSA community building gatherings (Back to School & End of Year BBQ, Turkey BINGO), fundraisers (annual auction), etc.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda \geq \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
CLC Coordinator for McClure Kristin Evans	<ul style="list-style-type: none"> • Coordinates all aspects of the proposal at the site; collaborates with McClure administration and directs staff hired to implement programs. Fully engages in the hiring and assignment of staff used to implement programs under this contract. Other responsibilities as mutually agreed upon.

School Position Title <i>(Name if known)</i>	School Roles and Responsibilities
PROJECT COORDINATOR	<ul style="list-style-type: none"> • Coordinates communications between McClure and CLC. Reviews program effectiveness, conducts quarterly formative assessments and suggests/facilitates any necessary program adjustments. Meets quarterly with CLC Lead to progress monitor.

CBO Resources	School Resources
Parks will contribute funding for Sept-Dec 2020, will provide transportation for OST activities, supplies, materials, and staff and supervision for enrichment activities.	<ul style="list-style-type: none"> • The school will provide an office and access to program space for CLC activities. • The school will provide certificated teacher referrals for academic intervention programs. • The school will provide access to appropriate student data to inform CLC program intervention design and student recruitment.

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	<ul style="list-style-type: none"> • The school (district) will provide seattleschools.org email addresses for CLC Coordinator. • The school will provide appropriate building keys to CLC Coordinator and Assistant. • The school will provide student referrals. • The school will actively participate in Family Engagement events. • The school will include Seattle Parks and Recreation in appropriate reports/promotional materials related to joint interventions and efforts. • The school will include Seattle Parks and Recreation in related team and department meetings. <p>The school will provide CLC Coordinator access to appropriate school trainings.</p>
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SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: 1/1/2021 End Date: 6/30/2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: SEPT = \$ _____ OCT = \$ _____ NOV = \$ _____ DEC = \$ _____ JAN = \$ 11,667 _____ FEB = \$ 11,667 _____ MAR = \$ 11,667 _____ APR = \$ 11,667 _____ MAY = \$ 11,667 _____ JUN = \$ 11,667 _____ JUL = \$ _____ AUG = \$ _____

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

		Grand Total = \$ <u>70,002</u>
		Total number of months: <u>6</u> months
<input type="checkbox"/> Fee-for-Service (payment issued upon completion of pre-determined services/deliverables) \$: _____		

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	DETAILED Payment Amount
CLC Coordinator	Seattle Parks	Manage OST Programs	1/2021	\$11,667/month
After school programming	Seattle Parks	<ul style="list-style-type: none"> ▪ Identify OST offerings, club types, etc. Coordinate and offer after-school enrichment. ▪ Organize and Staff HW Club/Study Hall, After-school programming January to June 2021. ▪ My Brother's Keeper and My Sister's Keeper Mentorship programs (primarily after-school) 	On-Going	Included in item 1
After school Programming	Seattle Parks	<ul style="list-style-type: none"> ▪ Additional programming hours ▪ La Chispa after-school programming and leadership conference 		As Funding is Available
Lunchtime Programming	Seattle Parks	Two staff for lunchtime activities		As Funding Is Available
AVID and School Day Resources	Seattle Parks	<ul style="list-style-type: none"> ▪ In-class AVID support Other in-class and small group support		As Funding Is Available
TOTAL PAYMENT AMOUNT (Should equal Total Payment Amount on pg.1)				\$70,002

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school X is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION
Attendance – After School	Bi-Weekly	CLC Coordinator will provide bi-weekly attendance updates for all after school programming, including target student participation

***This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)***

Principal/School Representative

(Signature): X Shannon Conner

(Printed): Shannon Conner (Date) 6/9/20

CBO Representative

(Signature): X Mike Browne

(Printed): Mike Browne (Date) 6/10/2020

(Title): Manager, Seattle Parks and Recreation, OST Office

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 8, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	May 27, 2020
School (Only 1 Per Addendum):	Mercer Int'l Middle School
Community Based Organization (CBO):	Seattle Parks and Recreation
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	09/01/2020 – 08/31/2021
Total Payment Amount:	\$205,710

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT AMENDMENT*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	FUND CENTER Description	COST CENTER (10 digit)	TOTAL
1F68	MS Support Program, Levy	MRL7927TE0	205,710
Total Payment Amount:			\$205,710

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

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Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

Overview:

Seattle Parks and Recreation will provide afterschool academic, enrichment and recreation activities/programs 3 or 4 days per week over the course of a 24-week program. These activities will occur in the following time frames:

Academic Interventions:

- 24-weeks of academic study skill/homework completion during the school year; interventions will be offered 2-days per week focusing on math and literacy serving identified target students.

After-School Enrichment Opportunities:

- CLC will provide 24-weeks of approximately 3-4 activities serving 60-80 students per day.

Seattle Parks and Recreation will provide three In-School Opportunities during two scheduled SPS breaks, Mid-Winter Break and Summer Break. These activities will occur in the following timeframes:

Mid-Winter Break Camp:

- The CLC will coordinate and implement one College & Career Exploration Camp for a minimum 3-days, serving a combination of levy target students and general population.

Mustang Success Academy:

- MSA will provide a 4-5-week summer school experience focusing on rising L1 & L2 students with an emphasis on Black and LatinX students. Program will focus on Math & Literacy, and workshops designed to create a seamless transition to middle school.

Mustangs Lead:

- ML will provide a 5-week summer internship program for rising 7th and 8th grade students with an emphasis on Black and LatinX students focused on College and Career Readiness.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.

Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table “School Roles and Responsibilities” below.

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Damien Hicks CLC Coordinator 1.0 FTE	<p>1.0 FTE: Site Coordinator will be at the school 40 hours per week. The Site Coordinator will:</p> <ul style="list-style-type: none"> • Provide supervision, planning, hiring, coordination, communication and oversight for all after-school activities. • Conduct outreach and recruitment of students. • Manage all registrations for after-school activities. • Collect, track, and report participation and other relevant data. • Participate on the FEAT and Truancy Team Committees. • Manage afterschool bus transportation. • Serve as a site liaison for all Community Based Organizations. • Attend school based professional development opportunities (as appropriate). • Recruit and manage volunteers. • Will manage snack distribution for afterschool activities. • Will access and utilize student data to inform CLC program intervention design and student recruitment per District policies and protocols.

School Position Title <i>(Name if known)</i>	School Roles and Responsibilities
Cindy Watters Principal	<p>Provides overall supervision of the program. The Principal will:</p> <ul style="list-style-type: none"> • Work with the CLC Director toward prioritizing programs and activities that result in the achievement of school wide goals. • Meet with the CLC Director at least quarterly to review data, discuss programming, and resource needs. • Support a process toward the effective recruitment and communication of targeted students and families to the afterschool program. • Assist in the coordination of resources and people. • Principal or SPS designee will sit on interview panel if CLC staff vacancies occur. • Assist in the coordination of classroom/facility space for CLC programs and activities. • Actively collaborate and communicate with CLC Director to ensure integration and alignment between CLC and school.
Brigid Addanki Assistant Principal – Literacy	<p>Provides literacy-based program support. The assistant principal will:</p> <ul style="list-style-type: none"> • Work with site coordinator toward prioritizing activities and events that result in the achievement of school wide goals around literacy. • Support a process toward the effective recruitment and communication of targeted students and families to the OST program around literacy. • Assist in coordinating resources and people. • Meet with site coordinator as needed to facilitate data monitoring and provide feedback/support of literacy-based programs.
TBD Math Coach or Designee	<p>Provides math program support. The Math Coach will:</p> <ul style="list-style-type: none"> • Work with site coordinator toward prioritizing activities and events that result in the achievement of school wide goals around Math • Support a process toward the effective recruitment and communication of targeted students and families to the OST program around literacy. • Assist in coordinating resources and people.

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Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

	<ul style="list-style-type: none"> Meet with site coordinator as needed to facilitate data monitoring and provide feedback/support of Math based programs.
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CBO Resources	School Resources
<ul style="list-style-type: none"> Parks provides additional resources to cover costs associated with transportation. Parks provides supplemental funding to cover costs associated with affinity student mentor groups. Parks provides supplemental income to cover any costs associated with providing a .5 FTE program assistant. 	<ul style="list-style-type: none"> The school will provide office and access to program space for CLC activities. The school will provide certificated teacher referrals for academic intervention programs. The school will provide access to appropriate student data to inform CLC program intervention design and student recruitment. The school (district) will provide seattleschools.org email addresses for CLC Director and Assistant. The school will provide appropriate building keys to CLC Director and Assistant. The school will provide student referrals. The school will actively participate in Family Engagement events. The school will include Seattle Parks and Recreation in appropriate reports/promotional materials related to joint interventions and efforts. The school will include Seattle Parks and Recreation in CSIP. Provide CLC Director and Assistant access to appropriate school trainings.

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021
Contract payment type:	<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period,</i> </div> <div> Monthly payment amount: SEPT = \$ 17,142.50 _____ OCT = \$ 17,142.50 _____ NOV = \$ 17,142.50 _____ DEC = \$ 17,142.50 _____ </div> </div>

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Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

	<i>following service provision, and invoice approval and processing)</i>	JAN = \$ __17,142.50____ FEB = \$ __17,142.50____ MAR = \$ __17,142.50____ APR = \$ __17,142.50____ MAY = \$ __17,142.50____ JUN = \$ __17,142.50____ JUL = \$ __17,142.50____ AUG = \$ __17,142.50____ Grand Total = \$ 205,710____
		Total number of months: <div style="text-align: right;">__12__ months</div>
<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables) \$: _____</i>		

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	DETAILED Payment Amount
1. Site Coordinator	1.0 FTE Seattle Parks and Recreation CLC Coordinator	On Site 40-hours per week planning and coordinating programming, hiring and supervision of contractors and vendors, working with school Admin team and sub-committees.	Ongoing	\$17,142.50/month
2. Afterschool Enrichment and Recreation Activities	Seattle Parks and Recreation	Implement 24-weeks of enrichment between October and May with approximately 3-4 activities per day serving 30-35 students per session in Math/Science through STEM enrichment opportunities.	Ongoing	Included in Item #1
3. Academic Interventions	Seattle Parks and Recreation	CLC will coordinate and host targeted student books clubs for African American and LatinX students serving 8-10 students per group: 2-groups per student population. Academic tutoring and support in Math & ELA for all students will be provided 2-3 days per week for a total of 24-weeks between October and May. Parks will utilize SPS teachers and staff, volunteers, etc.	Ongoing	Included in Item #1
4. Break Camp – College & Career Exploration	Seattle Parks and Recreation	Coordinate and implement one College & Career Exploration Camp for a minimum 3-days, serving a combination of levy target students and general population.	February 2021	Included in Item #1

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Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

5. 6 th Grade Mustang Success Academy	Seattle Parks and Recreation	Provide a 4-week summer school experience that focuses on closing learning gaps for minimum of 50 students in ELA and Math on the specific skills needed to have a successful transition to middle school.	May – July 2021	Included in Item #1
6. Mustangs Lead!	Seattle Parks and Recreation	Provide a 5-week summer internship program for rising 7 th & 8 th grade students focused on College and Career readiness.	July-August 2021	Included in Item #1
8. Lunchtime Programming	Seattle Parks and Recreation	Provide various enrichment and recreational programming, including staff, during all grade level lunches	Ongoing	As additional funding comes available
TOTAL PAYMENT AMOUNT (Should equal Total Payment Amount on pg.1)				\$205,710

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school ☒ is ☐ is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION
% of students in CLC programming with fewer than five absences in the first semester (unexcused).	Quarterly	Target = 85%

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Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

% of students in CLC programming with fewer than five absences in the first semester (unexcused).	Quarterly	Target = 85%
% of students in CLC programming with fewer than five absences in the second semester (unexcused).	Quarterly	Target = 85%
% of students in academic interventions passing all core courses first and second semester.	Quarterly	Target = 85%

*****This addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract (PSC)*****

Principal/School Representative

(Signature): X 
Cindy Watters
Principal

(Printed): **Cindy Watters**
Principal
~~Marcor Middle School~~

(Date) 5/28/2020

CBO Representative

(Signature): X 

(Printed): **Mike Browne**

(Date) 5/28/2020

(Title): Manager, Seattle Parks and Recreation, OST Office

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 8, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/26/2020
School (Only 1 Per Addendum):	Northgate Elementary
Community Based Organization (CBO):	Seattle Parks and Recreation
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	09/01/2020 to 08/31/2021 *Dates must be between 9/1/2020 and 8/31/2021
Total Payment Amount:	

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT AMENDMENT*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	FUND CENTER Description	COST CENTER (10 digit)	TOTAL
1L74	NGL	NGL7927EJO	23,700
Total Payment Amount:			23,700

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

Seattle Parks and Recreation will:

- Implement a 30 week after school program, Northgate Community Learning Center, at Northgate Elementary school in the 2020-21 SY serving 90-100 students.
- Provide academic programming to serve 55-60 students focusing on reading for students in grades 2-3 (Northgate READS) and math for students in grades 4-5 (Northgate COUNTS). Students will be selected to participate based on SBA, F&P, MAP, and teacher recommendations.

City of Seattle
Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

- Provide 4 days of enrichment and recreation activities for program participants.
- Provide 4 days of homework and tutoring support for program participants.
- Provide yellow bus transportation for program participants
- Provide snacks for program participants
- .5 Recreation Leader will:
 - Coordinate volunteers for school day and after school program.
 - Assist with the daily supervision of the afterschool program.
 - Support Community Learning Center Coordinator with administrative tasks.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title (Name if known)	CBO Roles and Responsibilities
Site Coordinator, Monica Haugen	<ul style="list-style-type: none"> • Manage, Develop and oversee program and operations of the Northgate Elementary Community Learning Center program • Supervise hire, contract with Northgate READS/COUNTS program staff.

School Position Title (Name if known)	School Roles and Responsibilities
Levy Coordinator	<ul style="list-style-type: none"> • Meets weekly with READS/COUNTS Coordinator • Assists with recruitment of teachers for READS/COUNTS program • Identifies focus students for program participation • Assists with identifying curriculum for READS/COUNTS program • Utilizes school data to help inform afterschool supports and interventions

CBO Resources	School Resources
BSK Grant (Best Start for Kids) and Seattle Parks and Recreation will provide additional funding for enrichment class, homework help, academic courses and supplies.	Building space, access to computers, phone, recess yards, copy machines. Collaboration with Summer Staircase on CLC summer program.

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Personal Services Contract Addendum School Year 2020-21

SECTION 4: DELIVERABLES AND BUDGET (To be completed by school and CBO)

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: 09/01/2020 End Date: 08/31/2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: SEPT = \$ 1975.00 OCT = \$ 1975.00 NOV = \$ 1975.00 DEC = \$ 1975.00 JAN = \$ 1975.00 FEB = \$ 1975.00 MAR = \$ 1975.00 APR = \$ 1975.00 MAY = \$ 1975.00 JUN = \$ 1975.00 JUL = \$ 1975.00 AUG = \$ 1975.00 Grand Total = \$ 23,700 Total number of months: 12 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables) \$:</i> _____	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	DETAILED Payment Amount
Site Coordinator	Seattle Parks	On site Monday – Friday, 9-5:30 performing duties described above	Ongoing	23,700
TOTAL PAYMENT AMOUNT (Should equal Total Payment Amount on pg.1)				\$23,700

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Families, Education, Preschool & Promise Levy
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REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS (For CBOs providing regular direct services to students)

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:


- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school X is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION
Volunteer Reports	4 times (mid and end of semesters)	# of volunteers, total volunteer hours, volunteer activities
Program participation and performance reports	End of each session	Report on participation, demographics, attendance, and student progress.

***This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)***

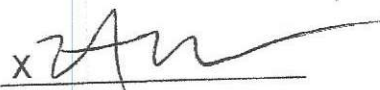
Principal/School Representative

(Signature): X 
Dedy Fauntleroy (Jun 25, 2020 12:57 PDT)

(Printed): Dedy Fauntleroy

(Date) Jun 25, 2020

CBO Representative

(Signature): X 

(Printed): Mike Browne

(Date) 6/23/2020

(Title): Manager, Seattle Parks and Recreation

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Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 8, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/22/2020
School (Only 1 Per Addendum):	Washington Middle School
Community Based Organization (CBO):	Seattle Parks and Recreation
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020 – 8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	\$200,000

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT AMENDMENT*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	FUND CENTER Description	COST CENTER (10 digit)	TOTAL
1F68	Levy Funds	WAL7927TE0	\$200,000.00
Total Payment Amount:			\$200,000.00

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

Seattle Parks and Recreation will provide afterschool academic interventions, enrichment activities during lunch and after school, one academic break camp, and family engagement opportunities. These activities will occur in the following timeframes:

- After school Enrichment Activities:** HOST will lead two, semester-based sessions spanning 24 weeks between the hours of 3:45-5:15. The CLC will provide approximately 4-5 activities serving 90 of our Levy-targeted students per day. Academic support programs (Math and ELA) will be offered twice a week per subject. Parks and Recreation will oversee after school snacks and

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Personal Services Contract Addendum School Year 2020-21

transportation for Out of School Time participants within the school's attendance area, including access to students in middle school athletic program Monday through Thursday. This programming will not include any participation in school-initiated behavioral consequences, including after school detention.

2. **Family Engagement:** Support, participate, and represent HOST at all WMS family engagement events, including but not limited to the Back to School Block Party, Student-Led Conferences, Parent-Teacher Conferences, Arena Conferences, etc. Parks staff will also participate on any student intervention, attendance, and family engagement teams that may exist at WMS.
3. **Summer Program:** The CLC will implement a Summer Parks Academy of Learning (PAL). The purpose of the PAL program will be threefold: 1. Students will make academic gains and summer learning loss will be prevented in Language Arts (Reading/Writing) and Math; 2. Social/Emotional/Physical development will be enhanced through highly engaging enrichment opportunities; and 3. Students served will be those who are struggling academically, ELLs, and/or have behavioral barriers to learning. All students will be Level 1 or 2 on the Smarter Balance Assessment (SBA). Students with low Level 3 students may be considered. PAL will use incentives in the form of, but not limited to, field trips, weekly raffle prizes, and ice cream parties. PAL will serve 50 – 70 students in a 4-week span. The CLC will be responsible for coordinating transportation, snacks, and lunch for Summer program participants.

Overview Summary:

1. The focus of Parks is on student supports, supporting family engagement, and academic/enrichment activities for student's after-school.
2. The Parks staff will coordinate all activities described above and will be on-site at WMS. CLC Coordinator will work 9:30am-6pm, Monday-Friday.
3. The Parks staff will supervise all after school and lunchtime program staff and activities, communicate and coordinate with school staff, and collect and report data.
4. Parks will provide OST transportation through Levy funds.
5. Parks will provide weekly reports on students served and activities offered with a breakdown of L1 and L2 students served. CBO Walkthrough Tool will be reviewed with school leadership once per quarter.
6. Parks will provide support in daily lunchtime cafeteria and hallway monitoring and pro-social activities.
7. Parks will support WMS in Family Engagement activities as described above.
8. Parks will provide two sessions of enrichment activities after-school over 24 weeks of the school year between the hours of 3:45-5:15 pm (M, T, Th) and 2:30-4:30 (W).
9. Parks will provide a 4-week Summer PAL program for 50 – 70 rising WMS student to prevent Summer learning loss.
10. Parks will train their staff in school policies, procedures, and practices including those related to professionalism, communications, and appropriate, safe, and positive interactions with students.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

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- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title (Name if known)	CBO Roles and Responsibilities
SPR Community Learning Center Director	<ul style="list-style-type: none"> Provide supervision, planning, hiring, coordination, communication, and oversight for all lunchtime and after-school activities. Will conduct outreach and recruitment of students. Will manage all registration for HOST and Summer activities. Will collect, track, and report participation and other relevant data. Attend any school team meetings related to intervention (behavioral or academic), attendance, and family engagement Will support in Family Engagement activities. Manage HOST buses/transportation Manage snacks for HOST activities Will be liaison for all community-based organizations Will attend school based professional development opportunities as appropriate. Will implement the Youth Program Quality Assessment. Will access and utilize student data to inform CLC program intervention design and student recruitment per District policies and protocols
SPR Recreation Leader	<ul style="list-style-type: none"> Will support CLC director in student outreach and recruitment Will support CLC director in student registrations and relevant student data tracking Will promote HOST and Summer activities to parents and families Manage snacks for HOST activities Checking in with after school instructors on activity participation

School Position Title (Name if known)	School Roles and Responsibilities
Principal	<p>Provide overall supervision of program. The principal will:</p> <ul style="list-style-type: none"> Work with CLC Director toward prioritizing activities and events that result in the achievement of school wide goals. Meet with CLC Director monthly to review data, discuss programming, and resource needs. Meet with CLC Director quarterly to review CBO Walkthrough tool. Support a process toward the effective recruitment and communication of targeted students and families to the OST program. Assist in coordinating space, resources and people. School personnel will allow access to space for CLC programs and activities. Actively collaborate and communicate with CLC Director and Assistant to ensure integration and alignment between the CLC and School.

CBO Resources	School Resources
<ul style="list-style-type: none"> Seattle Parks and Recreation will coordinate bus transportation for students, supplies, staff and full-time Site Director. 	<ul style="list-style-type: none"> The school will provide private office space for the Site Director

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<ul style="list-style-type: none"> • Seattle Parks and Recreation will coordinate after school snack for students participating in HOST activities and SPS athletics. • Seattle Parks and Recreation will coordinate snacks, lunch, and activity buses for Summer PAL participants. 	<ul style="list-style-type: none"> • The school will provide teacher referrals based on academic needs (interim assessment scores, in-house assessments, attendance issues (tardies & absences), willing participation of student/parent, and students able to participate safely in small group learning activities • The school will provide certificated teacher referrals for academic intervention programs. • The school will provide access to appropriate student data to inform CLC program intervention design and student recruitment. • The school will provide appropriate building keys to CLC director. • The school will include Seattle Parks and Recreation in appropriate reports/promotional materials related to join interventions and efforts. • The school will include Seattle Parks and Recreation in related team and department meetings. • The school will provide CLC director access to appropriate school trainings. • The school (district) will provide seattleschools.org email addresses for Site Director and Recreation Leader • The school will provide reasonable supplies and materials as needed by the Site Director (copy access, phone, network access, etc.) • The school will provide spaces (classroom, gym, lunchroom, library, computer lab, etc) for HOST activities • The school will assist in selecting appropriate programs for HOST academic and enrichment classes
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SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: 9/1/2020 End Date: 8/31/2021	
Contract payment type:	<input type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period,</i>	Monthly payment amount: SEPT = \$16,667 OCT = \$16,667 NOV = \$16,667 DEC = \$16,667

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	<i>following service provision, and invoice approval and processing)</i>	JAN = \$16,667 FEB = \$16,667 MAR = \$16,667 APR = \$16,667 MAY = \$16,667 JUN = \$16,667 JUL = \$16,667 AUG = \$16,663 Grand Total = \$200,000
		Total number of months: <u> 12 </u> months
<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables) \$: _____</i>		

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	DETAILED Payment Amount
1. Site Director	SPR CLC Coordinator	Coordination, supervision, and planning for school year HOST and Summer PAL program.	Ongoing	\$16,667/month
2. Administer HOST program/ instructor contracts and payables	SPR CLC Coordinator	Develop programs and recruit contract instructors to provide highly engaging enrichment and recreation programs, lunchtime program and implement family engagement events to focus on L1 & L2 students	Ongoing	Included in item 1
3. Planning and Data Assessment meeting with key school staff	SPR CLC Coordinator	Coordinate and schedule meeting to review SY plan. Review student data to identify L1 & L2 students and inform student recruitment and outreach plan.	9/11/2020	Included in item 1
4. Finalize 1 st and 2nd Semester HOST programs	SPR CLC Coordinator	Finalize and report to key staff on Fall program plan and timeline.	9/18/2020 (Session 1); 2/5/2021 (Session 2)	Included in item 1
5. Outreach and recruitment of students	SPR CLC Coordinator (assistance from school staff)	Recruit and register HOST participants. Goal: 90 Levy focus students enrolled and attend each program day. Goal: 80% of students, minimum and on average across all activities, must be L1/L2	10/2/2020 (Session 1); 2/26/2021 (Session 2)	Included in item 1

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6. Implement Semester 1 and Semester 2 of HOST	SPR CLC Coordinator	Begin after school HOST activities	10/5/2020 (Session 1); 3/1/2021 (Session 2)	Included in item 1
7. Reporting	SPR CLC Coordinator	Provide weekly program reports and end of session reports, monthly check-in's with Principal, and quarterly CBO Walkthrough Tool	Ongoing	Included in item 1
8. Summer Planning	SPR CLC Coordinator (assistance from school staff)	Recruit targeted students for PAL Summer Program, hire Summer staff, send out program info to families	6/18/2021	Included in item 1
9. Summer PAL Program	SPR CLC Coordinator	Develop and implement Summer PAL Program; Provide program report	7/5/2021 – 7/30/2021; 8/6/2021	Included in item 1
TOTAL PAYMENT AMOUNT (Should equal Total Payment Amount on pg.1)				\$200,000.00

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS (For CBOs providing regular direct services to students)

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school X is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION
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City of Seattle
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Personal Services Contract Addendum School Year 2020-21

Enrollment	Monthly	CLC Coordinator will provide monthly enrollment updates to Principal regarding all CLC programming.
Attendance	Monthly	CLC Coordinator will provide monthly program attendance rates for all CLC programming.

***This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)***

Principal/School Representative

(Signature): X *Katrina M Hunt*

(Printed): Katrina M Hunt

(Date) 5-28-20

CBO Representative

(Signature): X *Mike Browne*

(Printed): Mike Browne

(Date) 5/28/2020

(Title): Manager, Seattle Parks & Rec, OST office



Seattle Parks & Recreation Personal Services Contract Packet

Personal Services Contract

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

Michael Stone
Director of Grants/Grants
mastone@seattleschools.org

The City of Seattle Parks & Recreation Department personal services contract packet includes Seattle Public Schools personal services contract and the addendum of scope of work for each school requesting Parks & Recreation services for the 2020-2021 School year. The contract and addendum outline the scope of work support students furthest away from educational justice at Families, Education, Preschool and Promise levy funded school sites.

Superintendent's Office**"Every student achieving, everyone accountable."****"CONTRACTS"**

This form is to be used for contracts, MOU's, and grants above \$75,000. Contracts below \$75,000 may be signed by the Purchasing or Accounting Manager. An original of the document to be approved must be attached to this form. If the contract requires Board approval, a copy of the approved Board Action Report must be included.

TO: Superintendent (for approvals over \$100,000)
 Assistant Superintendent for Business and Finance (for approvals up to \$100,000)

FROM: Jennifer Chamberlin **DATE:** 09/03/2020 **PHONE:** (206) 252-0518
 Initiator

SUBJECT: Request for Approval for: Seattle Parks and Recreations (SPR) - IS DSA 20-21

The subject and attached material have been reviewed with the appropriate staff members as indicated by the signatures below. All policies and legal requirements have been followed. If the material meets your approval, please sign and return to my office. The page(s) requiring your signature have been tagged.

Attachment(s) Institutional Service Data Sharing Agreement

Related policy or RCW(s)

Initiator/Staff member Jennifer A. Chamberlin Digitally signed by Jennifer A. Chamberlin
Date: 2020.09.03 16:30:18 -0700 (206) 252-0518 9/3/2020
 Signature Phone Date

ROUTE APPROVAL:

(1) Manager/Principal	Date	Bush, James M <small>Digitally signed by Bush, James M Date: 2020.09.28 08:18:06 -0700</small>	9/28/2020
		(2) Director	Date
(3) Facilities Finance (Capital only)	Date	(4) Procurement	Date
Roxane O'Connor <small>Digitally signed by Roxane O'Connor Date: 2020.09.09 15:06:11 -0700</small>	9/9/2020		
(5) Legal	Date	(6) GC/Asst. Supt. Op. or TL (as appropriate)	Date
		Anna Cruz <small>Digitally signed by Anna Cruz Date: 2020.09.18 14:52:25 -0700</small>	9/18/2020
(7) Accounting (for encumbrance)	Date	(8) Technology Services	Date

APPROVAL (RELIMINARY) APPROVAL FOR CONTRACTS OVER \$250,000:

\$75,000 to \$100,000 _____
 Asst. Supt. for Bus. and Finance or Exec. Dir. Finance Date

\$100,000 to \$250,000 _____
 Assistant Supt. for Business and Finance Date

 Superintendent Date

FINAL APPROVAL FOR CONTRACTS OVER \$250,000 (Initiator is responsible for providing a copy of the approved Board Action Report to Accounting.)

Board Action approval date: _____

Signers should return this form and attachments to Accounting. Accounting is responsible for routing.

COMMUNITY BASED ORGANIZATION
DATA SHARING AGREEMENT BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1 AND
Seattle Parks and Recreation

We encourage all partners requesting a Data Sharing Agreement to formalize their partnership with Seattle Public Schools by completing a Memorandum of Understanding/Agreement (MOU/A), Personal Services Contract (PSC) or other formal contract. Please include your reference number here if applicable:

Contract #: _____

Superintendent Procedure 4265SP requires an inventory of partnerships for a district-wide database. To assist in the maintenance of this inventory, please list the school(s) your organization is currently serving: **Aki Kurose, Denny Int'l, Mercer, McClure, Washington middle schools and Northgate Elementary School**

This Data Sharing Agreement (“DSA”) is entered into between Seattle School District No. 1, a Washington municipal corporation (“District”) and Seattle Parks and Recreation (“Requestor”), a community based organization that provides academic, recreation, enrichment, and mentoring program services to District students. This contract has the following overriding goals:

1. Preserving the anonymity of student identities, including assurance that identifiable student data is not released to third parties;
2. Enhancing the ability of the District and the Requestor to improve academic achievement for District students by allowing access to individual student records consistent with the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g; and
3. Accurately measuring the District and the Requestor’s progress toward improving student outcomes and indicators, and meeting set targets and other goals.

NOW, THEREFORE, THE DISTRICT AND Seattle Parks and Recreation AGREE AS FOLLOWS:

I. OBLIGATIONS OF REQUESTOR

The Requestor, representing all members of the organization, shall ensure the confidentiality of student data through the following methods:

- a. The Requestor’s data custodian(s) designated in Section I(l) shall complete the District’s Data Stewardship Training annually.
- b. The Requestor shall provide the District with a list of students enrolled in the program and their student ID numbers and update the list of enrolled students on a monthly basis to remove students who cease participating in the program.

c. The Requestor shall strictly comply with all state and federal laws that apply to the use and release of the data, including but not limited to FERPA and its regulations, set forth at 34 C.F.R. § Part 99. When necessary to comply with FERPA, the Requestor shall procure the consent of parents or eligible students to the release and use of the data, and shall maintain and make written proof of parent or student consent available to the District.

1. The District has granted the following programs the Institutional Service

Designation:

i. Community Learning Centers

ii.

2. The following programs must submit consent forms to access student data:

i.

ii.

d. The Requestor shall comply with the re-disclosure limitations set forth in FERPA, including 34 C.F.R. § Part 99.33.

e. The Requestor shall restrict access to the data only to (i) the person or persons who provide direct services to District students; or (ii) the person or persons within the Requestor's organization who have been tasked with analyzing the data; and make those persons aware of, and agree to abide by, the terms set forth in this DSA.

f. The Requestor shall not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in this DSA, unless such disclosure is required by law or court order.

g. The Requestor shall not distribute, reprint, alter, sell, assign, edit, modify or create derivative works or any ancillary materials from or with the data, other than publications permitted under Sections I(m) and I(n).

h. The Requestor shall not use data shared under this DSA for any purpose other than the goals outlined in this DSA. Nothing in the DSA shall be construed to authorize Requestor to have access to additional data from the District that is not included in the scope of the DSA (or addenda). Requestor understands that the DSA does not convey ownership of the data to Requestor.

i. The Requestor shall take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data. Reasonable security precautions and protections include, but are not limited to:

1. Creating, distributing, and implementing data governance policies and procedures which protect District data through appropriate administrative, technical, and physical security safeguards, and outline staff responsibilities for maintaining data security;
2. Encrypting all District data carried on mobile computers/devices;
3. Encrypting District data before it is transmitted electronically;

4. Requiring that users be uniquely identified and authenticated before accessing District data;
 5. Establish and enforce well-defined data privilege rights which restrict users' access to the data necessary for them to perform their job functions;
 6. Ensuring that all staff accessing District data sign an affidavit of nondisclosure, attached as Exhibit A, and maintain copies of signed affidavits;
 7. Securing access to any physical areas/electronic devices where sensitive data are stored;
 8. Installing a firewall to permit or deny network transmissions based upon a set of rules;
 9. Installing anti-virus software to protect the network.
- j. The Requestor shall report all known or suspected breaches of District data, in any format, to the District's Data Reporting team datareporting@seattleschools.org immediately, but no later than twenty-four hours. As soon as possible, but no later than two business days, a report will also need to be delivered that shall include (1) the name, job title, and contact information of the person reporting the incident; (2) the name, job title, and contact information of the person who discovered the incident; (3) date and time the incident was discovered; (4) nature of the incident (e.g., system level electronic breach, an electronic breach of one computer or device, or a breach of hard copies of records; (5) a description of the information lost or compromised; (6) name of electronic system and possible interconnectivity with other systems; (7) storage medium from which information was lost or compromised; (8) controls in place to prevent unauthorized use of the lost or compromised information; (9) number of individuals potentially affected; and (10) whether law enforcement was contacted.
- k. The Requestor shall securely and permanently destroy the data, and any and all hard and soft (electronic) copies thereof, upon the termination of this DSA. Requestor agrees to require all employees, contractors, or agents of any kind using the District data to comply with this provision. Requestor agrees to document the methods used to destroy the data, and upon request, provide certification to the District that the data has been destroyed.
- l. For purposes of this DSA and ensuring Requestor's compliance with the terms of this DSA and all application of state and Federal laws, Requestor designates Lori Chisholm (or an alternative designee specified in writing) the temporary custodian of the data that the District shares with the Requestor. The District will release all data and information under this DSA to said named temporary custodian. Lori Chisholm shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to the DSA, including confirmation of the return or destruction of data as described below. The District or its agents may, upon request, review the records the Requestor is required to keep under this DSA. The District designates its Partnership Data and Systems Manager (or an alternative designee specified in writing) as its liaison for all communications with the Requestor regarding this DSA.
- m. The Requestor has the right consistent with scientific standards, to present, publish, or use student results it has gained in the course of its analysis, but only if the publication, presentation, or use does not include personally identifiable information of parents, students, or teachers, and is outside the bounds of a research study. Should the Requestor use or collect data for the purpose of conducting a research study, Requestor will separately submit an External Research Request. To determine whether data use/collection

constitutes a research study, Requestor shall reference the Research Guidelines (www.seattleschools.org/REA) from the Seattle Public Schools Research & Evaluation office.

n. Should the Requestor present, publish, or use student results it has gained in the course of its analysis under Section I(m), Requestor shall adhere to the following terms:

1. The Requestor shall not publish, present, or use reports that include a cell size of less than 10. Reports must mask these cells so that the results are not revealed.
2. Publications and reports of data and information shared, including preliminary descriptions and draft reports, shall involve only aggregate data and no personally identifiable information or other information that could lead to the identification of any student, parent, or teacher.
3. No less than 15 business days prior to public disclosure of its data analysis, Requestor will provide the District a manuscript or other draft of the proposed public disclosure. Within 15 business days following receipt thereof, the District will notify Requestor in writing if the proposed disclosure contains any confidential information and specify the portions of the proposed disclosure requiring redaction.
4. The Requestor shall provide the District, free of charge and within thirty (30) days, a copy of any report that is generated using the data.
5. Reports or articles based on data obtained from Seattle Public Schools under this DSA must include the following acknowledgment: This report/article was made possible, in part, by the support of Seattle Public Schools. Opinions contained in this report/article reflect those of the author and do not necessarily reflect those of Seattle Public Schools. The District must be cited as the source of the data in all tables, reports, presentations, and papers.

o. The Requestor acknowledges that any violation of this DSA and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for the District to immediately terminate this DSA.

p. To seek access to the District's Tableau dashboard, Student-at-a-Glance, Requestor will complete the Contractor Network Account Request Form to ensure creation of the necessary security credentials to use that dashboard.

II. OBLIGATIONS OF DISTRICT

During the term of this DSA, the District shall:

- a. Prepare and deliver student demographic and academic data as defined in Appendix A
- Data File Description.
- b. Provide Data Stewardship training for data custodian.

III. PAYMENT

No payments will be made under this agreement by either party.

IV. INDEMNIFICATION

- a. Seattle Parks and Recreation agrees that to the fullest extent permitted by law, Seattle Parks and Recreation will hold harmless, defend, and indemnify the District, its agents, employees and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys' fees, taxes, expenses of litigation, judgments, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by Seattle Parks and Recreation under this DSA. The terms of this section shall survive termination of this DSA.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the Seattle Parks and Recreation, its agents, employees, and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by District under this DSA. The terms of this section shall survive termination of this DSA.

V. NOTICES

All notices contemplated or required under this DSA shall be in writing and delivered by hand or U.S. Mail as follows:

To the District:	Executive Director, Technology Services and Chief Legal Counsel Department of Technology Seattle Public Schools PO Box 34165, MS 21-350 Seattle, WA 98124-1165	Office of General Counsel Seattle Public Schools PO Box 34165 MS 32-151 Seattle, WA 98124-1165
		and Partnership Data and Systems Manager Seattle Public Schools PO Box 34165, MS 33-160 Seattle, WA 98124-1165

To the [name of agency and address]:	<u>Seattle Parks and Recreation</u> <u>4209 W. Marginal Way SW</u> <u>Seattle, WA 98106</u>
Data custodian name:	<u>Lori Chisholm</u>
Data custodian email:	<u>lori.chisholm@seattle.gov</u>

VI. TERM

This DSA will allow for the District to provide the Requestor with student demographic and academic data, as defined in Appendix A, for the 2020-2021 school year and historical academic data on records with the

District. The DSA shall become effective on the date when the last party to sign has executed this DSA and shall remain in effect until December 31, 2021, unless terminated under the terms of Paragraph VII below.

VII. TERMINATION

The District may terminate this DSA, with 30 days written notice to Seattle Parks and Recreation, at any time, for any reason. In addition, District may terminate this DSA at any time if it determines such action is necessary for the health, safety or education of students or staff. Seattle Parks and Recreation may terminate this DSA, with 90 days written notice to the District, at any time, for any reason.

VIII. MISCELLANEOUS PROVISIONS

- a. Entire Agreement. This DSA constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
- b. Amendment. Modifications to this DSA must be in writing and be signed by each party.
- c. Governing Law. The terms of this DSA shall be interpreted according to and enforced under the laws of the State of Washington. The parties agree that any judicial proceedings filed by the parties regarding this DSA will take place in Seattle, Washington.
- d. Severability. If any provision of this DSA is held invalid or unenforceable, the remainder of the DSA will not be affected, but continue in full force.
- e. Assignment. Neither party shall assign its rights or responsibilities under this DSA, unless it receives written permission from the other party.
- f. Non-Waiver. Any express waiver or failure to exercise promptly any right under this DSA will not create a continuing waiver or any expectation of non- enforcement.
- g. Counterparts. The parties agree that this DSA may be executed in one or more counterparts, each of which shall constitute an enforceable original of the DSA, and that facsimile signatures shall be as effective and binding as original signatures.
- h. Debarment. Requestor, by executing this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Requestor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.
- i. Cooperation with District Auditor and State Auditor: Requestor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to annually audit records of the Requestor relating to performance under this contract. Failure to cooperate may be cause for debarment from award of future contracts.

By signing below, each signatory represents that it has the authority to execute this DSA.

SEATTLE SCHOOL DISTRICT NO. 1

Bush, James M Digitally signed by Bush, James M
Date: 2020.09.28 08:18:39 -07'00'

Signature

James Bush

Printed Name

SCP Director

Title

9/28/2020

Date

Seattle Parks and Recreation

Lori Chisholm Digitally signed by Lori Chisholm
Date: 2020.09.01 14:30:32 -07'00'

Signature

Lori Chisholm

Printed Name

Manager, OST Office

Title

9/2/2020

Date

APPENDIX A: DATA FILE DESCRIPTION

Files will be sent through a secure server automatically, once the student ID list is submitted and data sharing agreement is signed by both parties.

Category	Item
Demographics	Student ID SSID Last Name First Name Current School Current Grade DOB Gender Race/Ethnicity ELL Status SPED Status 504 Status Advanced Learning Status Primary Language Home Language Living With Status Phone Number Projected Grad Year On Track for High School Graduation
Grade Mark History	Course Term Course Code Course Title Course Subject Group Course Subject Teacher Name(s) Period Course Start Date Course End Date Coursework Status Mark Type Mark Term Mark Credits Attempted Credits Earned

Category	Item
State Assessment History	Test Season Test Grade Subject Area State Test Name Test Attempt Score Level Code Met Standard
District Assessment History - MAP	Test Season Test Grade Subject Area Test Name RIT Score Percentile Rank Met Typical Growth, Fall to Fall Met Typical Growth, Spring to Spring Met Typical Growth, Fall to Spring
Daily Attendance History	Attendance Date % Day Absent % Day Unexcused Day Tardy Count Month Semester, Quarter, Trimester
Period Absence History	Absence Date Absence Period Absence Type Course Absent Excused Type Absence Reason
Discipline Action History	Incident Date Discipline Action Discipline Action Description Incident ID
Enrollment History	Enrollment Start and End Date Enrollment Status Description and Code Attendance Days Possible Absent Days Unexcused and Excused Absence Days

EXHIBIT A: SEATTLE PUBLIC SCHOOLS
Affidavit of Nondisclosure

Lori Chisholm

Name

Manager, OST Office

Title

Seattle Parks and Recreation

Organization / Employer

I, Lori Chisholm, an employee of Seattle Parks and Recreation, represent that I am authorized to access the District's data because I either provide direct services to District students or have been tasked with analyzing the data. I have been made aware of the governing Data Sharing Agreement between the District and my employer. As indicated by my signature below, I agree to abide by the Data Sharing Agreement's terms, including agreeing to:

- Maintain confidentiality of student information and prevent disclosure, including complying with FERPA and its regulations, set forth at 34 C.F.R. § Part 99;
- Not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in the Data Sharing Agreement, unless such disclosure is required by law or court order;
- Take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data, as outlined in the Data Sharing Agreement;
- Not use the data for any purpose other than the goals outlined in the Data Sharing Agreement; and
- Report all known or suspected breaches of District data, in any format, to my employer and datareporting@seattleschools.org, as outlined in the Data Sharing Agreement.

Lori Chisholm Digitally signed by Lori Chisholm
Date: 2020.09.01 14:31:29 -07'00'

Signature

9/2/2020

Date