



## **College Bound Tracy Unified School District (CBTUSD)**

### **A College and Career Readiness Proposal Between**

### **Concerned Parents Alliance, Incorporated**

**and**

### **Tracy Unified School District (TUSD)**

**2022 - 2023 Academic Year**

**April 6, 2022**

The achievement gap cannot be closed without closing the parent/family engagement gap. We are in a national educational crisis and it's going to require all of us working TOGETHER in order to make a change. **Concerned Parents Alliance™/College Bound Academy Programs** uses a comprehensive and family oriented approach utilizing real-life solutions to help parents and families take back control of their households while ensuring educational success for their children. **CPA/College Bound Academy Programs** reaches parents where they are and helps them understand that "children need our presence more than our presents."

**CPA/COLLEGE BOUND ACADEMY PROGRAMS**  
**2022–2023 CBTUSD Program Details**  
**COLLEGE AND CAREER READINESS FAMILY ACADEMY SERIES**

**The CPA/College Bound Academy Programs team** will provide monthly college and career readiness family academy meetings. The monthly gatherings will be open to up to 180 8<sup>th</sup> – 12<sup>th</sup> grade TUSD scholars\* and 30 of their younger siblings **plus** their families. The parents, guardians or responsible adults described above will be required to attend the meetings with their scholars. Parents/Guardians can register and attend the workshops with a goal of becoming more empowered to navigate the educational system, take back control of their households while ensuring post secondary success for their scholars and themselves. CB families will be empowered to navigate the educational system while being exposed to academic excellence, college preparation, community service, financial literacy, leadership development, knowledge of racial equity and inclusion experiences, self-esteem building, and addressing the social/physical and emotional well-being that has heightened during the COVID pandemic for many. While being qualified for a four-year university/college is the program’s priority, scholars and their families will also be exposed to additional post-secondary opportunities including attending a two-year college, career/vocational and military pathways.

CPA will provide a family friendly on-line registration via the CPA/College Bound Academy Programs special registration link. CPA will also create and maintain program applications and rosters while providing personal reminder messages, emails and/or text messages to each participating family. The CPA and TUSD partnership will serve up to 435 scholars, parents and families.

**Racial Equity and Inclusion Component** – The goal is to help everyone understand that we all bring greatness to the table, dispel myths and appreciate the fact that once we understand each other, tell our own stories, have courageous and intentional conversations, how we can make a difference TOGETHER in this world.

**Social/Physical and Emotional Learning (SPEL) Component** – The American Psychological Association’s Level of Stress Study suggests that 61% of adult Americans have had undesired weight gain since the pandemic began and 50% of the parents are more stressed. Initial assessments have suggested that learning loss has impacted the under-represented and under-served communities which has resulted in lower self-esteem and a resentment to the educational opportunities available. This component provides:

- Information on exercising the mind and body (coping mechanisms, proper exercising)
- Available resources in San Joaquin County (tutoring, sports, crisis intervention, jobs, study groups, etc.)
- Guidance with applying for government assistance (housing, childcare, food banks, SNAP) benefits, Medi-Cal or Cal-Works)
- Direct assistance from qualified CPA staff to help address personal challenges

**CPA/College Bound Academy Programs** will also provide a “pre-college bound” component titled **The CB Rising Scholars**. This creates a potential pipeline plus allows each parent/guardian the ability to participate fully in the program with their scholar and not having to worry about younger siblings. This component will also allow the CPA team to work with the younger siblings in exposing them to post-secondary opportunities and self-esteem building.

**Timeline** – August 2022 – May 2023

**Time:** 9:00am – 12 Noon

**CBTUSD Tentative Academy Meeting Dates:**

August - CB Recruiting	January 21 <sup>st</sup>
September 17 <sup>th</sup>	February 25 <sup>th</sup>
October 15 <sup>th</sup>	March 18 <sup>th</sup>
November 5 <sup>th</sup>	April 22 <sup>nd</sup>
December 10 <sup>th</sup>	May 6 <sup>th</sup> – Finale Program

**Audience:** 180 8<sup>th</sup> – 12<sup>th</sup> grade TUSD scholars and 30 of their younger siblings **plus** their families (parents, guardians or responsible adult)

**TUSD Requirements:** To identify and provide meeting facilities arranged theater style with 2 microphones, LCD projector and screen, Internet access, 6 classrooms, 1 open space room for the rising scholars’ component, computers or computer lab as requested, and 4 tables on a monthly basis. Provide a translator and appropriate listening devices equipment for workshop participants , as needed, plus access, upon parent authorization, to educational records of CBTUSD students. CPA prefers that each high school and the district provide at least one representative at each CB meeting. TUSD will work with CPA staff to arrange for an exchange of dialogue with TUSD Principals, Counselors, Athletic Directors and other stakeholders in August 2022 and January 2023. The objective of these meetings is to keep the lines of communication open and encourage influencing staff to motivate their scholars to join the CBTUSD Academy.

**COVID & TUSD Guidelines:** CPA will follow the TUSD’s guidelines including meeting rooms that accommodate social distancing, wearing masks, etc. If required, CPA can provide virtual meetings.

**INDIVIDUAL SCHOLAR, FAMILY ADVISING & COLLEGE BOUND ADVOCATE**

College Bound scholars and their families will be assigned to **CPA/College Bound Academy Program** staff members who provides guidance and advice regarding the A-G college requirements, GPA, tutorial resources, community service, leadership development, scholarship opportunities, college prep, mindfulness information, test registration assistance as well as internal and external educational opportunities.

**CPA/College Bound Academy Program** staff will be available to meet with families upon request and/or as challenges arise for the CB scholar. College Bound Teacher/Advocates will monitor grades, identify and work with TUSD resources to help further the educational journey of our College Bound scholars and families.

**Timeline** – September 2022 – May 2023

**Time:** On-going and based upon CBTUSD family needs

**Audience:** Scholars, Parents/Guardians and/or schools can request CPA/College Bound Academy Program staff to be present for IEP, 504, Teacher, Family and/or Counselor meetings. With advanced notice, via the CPA Staff Request Online form, CPA/College Bound Academy Program staff will make themselves available in order to meet the needs of the CB families.

**TUSD Requirements:** To provide a meeting room and/or space where **CPA/College Bound Academy Program** staff can meet with scholars, parents, etc. as requested. **CPA/ College Bound Academy Programs** staff shall work with assigned school site staff to request a school site meeting space in advance for all meetings.

### **COLLEGE BOUND OFFICERS/LEADERSHIP DEVELOPMENT**

CB student officers will be elected during the second CB meeting. These officers will communicate pertinent information, including educational activities and scholarship opportunities, to their peers attending the TUSD high schools and meet prior to the CB meetings monthly. This model also allows the scholars to motivate each other during the non-CB dates.

### **CBTUSD DATA COLLECTION**

CPA will ensure the following data is collected and presented throughout the year.

- **PRE-ASSESSMENT SURVEY – CPA/College Bound Academy Programs** staff will provide a pre-assessment survey to every CBTUSD scholar and their families in August and September 2022.

**Data Includes:**

- Scholars entering and ending GPA
- Number of AP or honors classes currently enrolled
- Knowledge of A-G college requirements
- Number of community service hours
- College prep tests registration and/or scores
- Names of colleges or universities they are interested in attending
- Expectations of the program
- Identification of IEP or 504
- Knowledge of the TUSD on-line campus portal
- Tutorial resources for their scholar
- Number of scholarship opportunities
- FAFSA Completion and EFC
- Name and number of schools CB seniors applied to and accepted admission

- **POST ASSESSMENT SURVEY – CPA/College Bound Academy Programs** staff will provide a post assessment survey to every CBTUSD scholar and their families in April 2022.

**Data Includes:**

- Scholars ending GPA and has it increased, decreased or stayed the same
- Number of AP or honors classes taken
- Knowledge of A-G college requirements
- Number of community service hours actually completed
- College prep tests registration and/or scores
- Names of colleges or universities they are interested in attending
- Were the program expectations met (1 to 5 rating with 5 being the highest)
- Number of times scholar and/or parent met with their school counselor
- Was CPA/COLLEGE BOUND PROGRAMS helpful regarding any school meetings
- Number of times they accessed the campus portal
- Whether or not their scholar took advantage of any tutorial services
- Whether or not their scholar took advantage of scholarships discussed or offered
- Number and names of colleges they applied to (Seniors Only)
- Number and names of colleges they were accepted to (Seniors Only)
- Scholarships they applied to and earned (Seniors Only)
- Completion of FAFSA and EFC average (Seniors Only)

**TUSD Requirements:** TUSD will provide transcripts for each registered scholar in August/September 2022 and January 2023, via CPA requiring families to complete the Authorization to Release Form signed by the CBTUSD parent/guardian via the College Bound Academy registration form. Kimball, Tracy and West High Schools can provide up to 40 scholars plus their younger siblings for The Rising Scholars component. In addition, a total of up to 60 8<sup>th</sup> grade scholars would be included from Williams and Monte Vista Middle Schools.

### **College Bound Curriculum/Lesson Plans**

Concerned Parents Alliance provides a customized curriculum used for each CB program. It meets the scholars, parents and families where they are and is designed specifically for college bound academy programs only. The curriculum focuses on educational topics that will impact each household. Examples include time management, study habits, A-G, entrepreneurship, financial aid and scholarships, building self-esteem, understanding the policies and procedures within the educational arena, taking back control of their households, bullying, social media, state of mind/mindfulness, current events, etc.

### **Comprehensive Marketing Plan**

All of the CPA programs and services include a comprehensive marketing plan with the goal of not “adding more to the school staff’s plate” but including this information in the school site’s existing marketing efforts. CPA hopes to participate in quarterly meetings with key internal and external stake holders as well as given the opportunity to present at the TUSD

Leadership meetings and to be listed as part of the TUSD College and Career Readiness programs and/or any applicable social media posts. CPA relies upon TUSD staff to nominate and help get the word out about the College Bound TUSD program during key family-oriented programs and events. We will begin recruiting efforts in August 2022 and upon requests do our best to have representation at key events and activities.

### **Customized College Tours**

CPA has taken our scholars and their parents on customized tours exposing them to over 350 colleges and universities throughout the country. The scholars and parents determine where we go each year. Week-long trips will more than likely be held during school breaks if CDPH guidelines allow, and college campuses open their doors for tours.

### **Required Attendance and Parent/Family Engagement**

CBTUSD only meets once a month therefore we work with scholars and their families to make the program a priority. We understand that life gets in the way, however, there are no excuses to miss a CB meeting. All scholars must bring a parent/guardian or responsible adult with them to each monthly meeting. It is our goal to have every scholar and their families attend each CB meeting but parents make the ultimate decision. CPA asks that TUSD share with the athletic and/or extra-curricular Directors and ask them to excuse any CB scholars on the designated meeting dates and times. In turn, CPA will work with the parents/responsible adults to also check in with the above personnel reinforcing that their scholar will not be present at the activity if it falls on a CB date.

### **University/College Partnerships**

CPA has a memorandum of understanding with several institutions of higher education including the University of CA, select schools within the California State University and private institutions. We will continue to establish partnerships with other companies or agencies that have made education a priority.

### **Scholarships**

CPA has raised funds and researched hundreds of academic scholarships for our college bound scholars in good standing. Every year, we detail financial aid, financial literacy and scholarship information with the CB families.

### **CPA Staff Members**

Concerned Parents Alliance® has a variety of professional staff members with diverse backgrounds including successful experience in the educational, corporate and non-profit arenas. We only undertake assignments in which our competence has been established and where we can assure satisfactory performance by virtue of previous experience and/or individual expertise. CPA is a family-oriented organization who values education and family engagement.

# CPA/College Bound Academy Programs

## OUTCOME BASED PROGRAMS AND SERVICES

### **Engaged Parents, Guardians, Caregivers and Responsible Adults Will:**

- Understand that parent/family engagement is essential to a comprehensive and successful educational plan
- Understand the importance of the social/physical and emotional wellness of their scholar and cultural diversity appreciation
- Become familiar with the educational statistics impacting their children
- Become more empowered to take control of their finances while learning more about financing their child's educational journey.
- Understand their ability to have a direct impact as to whether or not their children do well in school, graduate from high school and have the choice of attending college
- Understand the importance of their scholars attending school, fulfilling A-G college requirements, graduating from high school, preparing for a successful post secondary opportunity with attending a four-year college or university being the priority

### **Engaged Scholars Will Understand:**

- The importance of believing in themselves, appreciating cultural diversity and understanding the impact of social/physical emotional learning
- The importance of taking personal responsibility for their educational journey
- The power they have in creating a positive peer pressure which allows education to become one of their top priorities
- How they can control whether or not they graduate from high school and have the choice of attending college or exploring an array of post-secondary opportunities
- How fulfilling A-G college requirements could provide a variety of options to help them with their college and career choices
- How hard work could result in excellent grades which in turn could provide an array of scholarship opportunities.

# CPA/College Bound Academy Programs

## PROGRAM COST AND BILLING

**\$214,415.00**

CPA will bill TUSD in the amount of \$107,207.50 in August 2022 and January 2023.

CBTUSD is one of few programs within the district that serves the entire family. We work with the scholars, their younger siblings and their parents/guardians. Most programs focus only on the scholar or only on the parent. We believe in family empowerment and have a proven track record of success.

**The CB 2022-2023 Fee** includes a 5% cost of living increase, and the request from CB families to include up to 60 8<sup>th</sup> grade scholars, their siblings and their families. Total served (Up to 180 8<sup>th</sup> – 12<sup>th</sup> grade scholars, 30 siblings (rising scholars) and 205 parents, guardians or responsible adults.) Approximately 415 total participants being served.

**Timeline** – August 2022 – May 2023

**Meeting Times:** 9:00am – 12 Noon

### CBTUSD Tentative Academy Meeting Dates:

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September 17 <sup>th</sup>	February 25 <sup>th</sup>
October 15 <sup>th</sup>	March 18 <sup>th</sup>
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December 10 <sup>th</sup>	May 6 <sup>th</sup> – Finale Program

All checks should be made payable to Concerned Parents Alliance and mailed within 30 days of the invoice to: PO Box 720092, San Diego, CA 92172-0092.

All questions should be directed to Dr. Darlene V. Willis, Co-Founder/Executive Director by either calling 619-823-7103 or emailing [drwillis63@gmail.com](mailto:drwillis63@gmail.com)

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# TRACY UNIFIED SCHOOL DISTRICT

1875 W. Lowell Ave., Tracy, California 95376

## AGREEMENT FOR SPECIAL CONTRACT SERVICES

This agreement, by and between Tracy Unified School District, hereinafter referred to as "District," and Concerned Parents Alliance Incorporated – College Bound Academy Programs, hereinafter referred to as "Contractor," is for consultant or special services to be performed by a non-employee of the district. District and Contractor, herein named, do mutually agree to the following terms and conditions:

1. Contractor shall perform the following duties: Provide monthly college and career readiness workshops. The monthly workshops will be open to up to 180 8th -12th TUSD scholars and 30 of their younger siblings, plus their families. See attached Proposal for further details.

Contractor shall do all work, attend all meetings, produce all reports and carry out all activities necessary for completion of the services described in this paragraph (1) AND OR [the attached hereto and incorporated herein by this reference as Exhibit "A".] This Agreement and its exhibits shall be known as the "Agreement Documents." Terms set forth in any Agreement Document shall be deemed to be incorporated in all Agreement Documents as if set forth in full therein. In the event of conflict between terms contained in these Agreement Documents, the more specific term shall control. If any portion of the Agreement Documents shall be in conflict with any other portion, provisions contained in the Agreement shall govern over conflicting provisions contained in the exhibits to the Agreement.

2. Contractor will provide the above services(s), as outlined in Paragraph 1, for a period of up to a total of Ten (10) months Sept. 2022 – May 2023, under the terms of this agreement at the following location Tracy Unified School District.
3. In consideration of the services performed by Contractor, District shall pay Contractor according to the following fee schedule:
  - a. District shall pay \$107,207.50 in two payments, the first in August 2022, and the second in January of 2023, upon receipt of invoice. [XX] **FLAT RATE**, not to exceed a total of \$214,415.00. Contractor shall only be paid for work completed to the satisfaction of District through the termination date of this agreement.
  - b. District  **SHALL**  **SHALL NOT** reimburse Contractor for out-of-pocket expenses incurred during Contractor's performance of the services, including: mileage, meals and lodging in the district, with rates not to exceed those currently in effect for employees of the district. Reimbursement of expenses shall not exceed \$ 0.00 for the term of this agreement.
  - c. District shall make payment in  **TWO PAYMENTS UPON COMPLETION OF THE DUTIES** and within thirty (30) working days from Contractor's presentation of a detailed invoice or on a claim form provided by District. Original paid receipts are required for lodging, air fare (passenger coupon or ticket stub), automobile rental, and parking. Claims for unusual expenses, such as teaching materials, photocopying, etc., must be accompanied by original paid invoices.
4. The terms of the agreement shall commence on July 01, 2022, and shall terminate on May 26, 2023.

5. This agreement may be terminated at any time during the term by either party upon 30 days' written notice of termination delivered by certified mail, return receipt requested.
6. Amendments, changes, or modifications in the terms of this Agreement may only be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.
7. Contractor shall contact the District's designee, Mary Petty, at (209)830-3210 with any questions regarding performance of the services outlined above. District's designee shall determine if and when Contractor has completed the services described.
8. Contractor enters into this Agreement as an independent contractor and not as an employee of the District. The Contractor shall have no power or authority by this Agreement to bind the District in any respect except as provided herein. Nothing in this Agreement shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Contractor are employees, agents, contractors or subcontractors of the Contractor and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Contractor by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Agreement.
  - a. CONTRACTOR shall be required to provide proof (Certificate of Insurance) of comprehensive general liability insurance coverage in the amount of one million dollars (\$1,000,000.00) combined single limit per occurrence; two million dollars (\$2,000,000.00) general aggregate. A separate additional insured endorsement shall be provided to include the DISTRICT and its officers, officials, employees, agents and volunteers as additional insured in the policy. It is agreed that insurance coverage provided by CONTRACTOR herein is endorsed as primary and noncontributory to any similar insurance or self-insurance carried by DISTRICT. The DISTRICT reserves the right to adjust its insurance requirements as needed.
  - b. Contractor  **WILL**  **WILL NOT** have significant contact with students. If applicable, proof of professional liability insurance, to include one million dollars (\$1,000,000.00) per occurrence for Sexual Abuse/Molestation is also required. If applicable, CONTRACTOR will comply with the provisions of Education Code 45125 regarding the submission of fingerprints to the California Department of Justice and the completion of criminal background investigations of the CONTRACTOR and/or its employees.

Contractor agrees to hold harmless and to indemnify District for:

Any injury to person or property sustained by Contractor or by any person, firm or corporation employed directly or indirectly by the Contractor or by any of the individuals participating in or associated with him or her, however caused; and any injury to person or property sustained by any person, firm or corporation, caused by act, neglect, default or omission of Contractor, or any person, firm or corporation directly or indirectly employed by Contractor upon or in connection with this Agreement, or any of the participants arising out of or in the course of their term of this Agreement, and Contractor at his or her own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings that may be instituted against District for any such claim or demand, and pay or satisfy any judgement that may be rendered against District in any such action, suit or legal proceedings or the result thereof. Nothing herein provided shall be construed to require Contractor to hold harmless or indemnify District for liability or damages resulting from the negligence or willful act or omission of District or its officers, agents, or employees.

9. This Agreement is for the personal services of the Contractor and Contractor may not assign the performance of the services to any person or persons who are not parties to this Agreement except for employees of Contractor. None of the services covered by this Agreement shall be subcontracted without the prior written consent of the District, which will not be unreasonably withheld. Contractor shall be as fully responsible to the District for the negligent acts and

omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Contractor.

10. Contractor certifies that his or her current employer, if any, is fully cognizant of this Agreement and that payments hereunder are not in conflict with any federal, state, or local statutes, rules, or regulations or with any policies of Contractor's current employer. Contractor covenants that neither it, nor any of its employees, agents, contractors, or subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Agreement, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Contractor shall make all disclosures required by the District's conflict of interest code in accordance with the category designated by the District, unless the District determines in writing that Contractor's duties are more limited in scope than is warranted by the category designated by the District code and that a narrower disclosure category should apply. Contractor also agrees to make disclosure in compliance with the District conflict of interest code if, at any time after the execution of this Agreement, District determines and notifies Contractor in writing that Contractor's duties under this Agreement warrant greater disclosure by Contractor than was originally contemplated. Contractor shall make disclosures in the time, place and manner set forth in the conflict-of-interest code and as directed by the District.
11. District shall become the owner of, and entitled to, exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District. Proprietary materials will be exempted from this clause.
12. Contractor shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Agreement or the materials used or which in any way affect the conduct of the work.
13. Contractor shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.
14. Contractor shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Agreement are made to the Contractor.

**AGREED:**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Tracy Unified School District

\_\_\_\_\_  
RS Identification Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
ESSER/A-G Grant Funds

\_\_\_\_\_  
Title

\_\_\_\_\_  
Account Number to be Charged

\_\_\_\_\_  
Address

\_\_\_\_\_  
Department/Site Approval

\_\_\_\_\_  
Budget Approval

\_\_\_\_\_  
Date Approved by the Board