

2010 - 2012 GRANT AGREEMENT

BETWEEN

COUNTY OF SAN MATEO

AND

COUNTY SUPERINTENDENT OF SCHOOLS

FOR

AFTER SCHOOL HOMEWORK CENTERS

**GRANT AGREEMENT BETWEEN SAN MATEO COUNTY
AND SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
FOR HOMEWORK CENTERS**

This Agreement is made and entered into this _____ day of _____, 2010 by and between San Mateo County (“County”) and the San Mateo County Superintendent of Schools (“County Superintendent”).

RECITALS

WHEREAS, the Board of Supervisors in consultation with the County Superintendent of Schools, has determined that many of our elementary school-aged children would benefit from an after school academic program designed to motivate and support youth in improving academic achievement; and

WHEREAS, the County Superintendent is prepared to administer grants for homework centers under the guidelines established in consultation with the Board of Supervisors:

NOW, THEREFORE, in exchange for the covenants set forth below, the parties agree as follows:

I. COUNTY SUPERINTENDENT’S RESPONSIBILITIES:

A. The County Superintendent shall enter into contracts with local elementary school districts to establish homework centers in San Mateo County. Each contract shall generally conform to the terms set forth in Exhibit A to the Agreement, which is attached hereto. The County Superintendent has the ability to alter contract requirements with local elementary school districts to incorporate selection criteria based on past performance measures and/or other measures of

economic or academic need in the 2011-12 academic year.

B. County Superintendent shall provide to County performance measures data as completed by individual school sites, along with a recap of the data within 60 days after the end of the 2010-11 school year; and subsequent years. County will be permitted to observe each Homework Center, meet with Homework Center staff, and review the curriculum and financial documents. County Superintendent will allow County to audit the program's performance data and financial documents.

II. COUNTY'S RESPONSIBILITIES:

The County shall pay to County Superintendent a maximum of **\$600,000** ("Grant"), which shall be used to fund the homework centers, of which up to \$300,000 will be paid upon receipt of performance data from all homework center sites for the 2010-11 school year, and up to \$300,000 upon receipt of 2011-12 performance data within the timeframe specified in Section I-B of this Agreement.

III. TERM OF THE AGREEMENT

The term of the agreement shall commence on January 1, 2011 and terminate on September 30, 2012, unless sooner terminated in accordance with the terms of this Agreement.

IV. RELATIONSHIP OF THE PARTIES

Under no circumstances shall this Agreement be construed to create an

agency, partnership or joint venture between County Superintendent and County.

V. INDEMNIFICATION AND HOLD HARMLESS

The County Superintendent shall indemnify and save harmless the County, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of, injuries to or death of any person, including County Superintendent, or damage to property of any kind whatsoever and to whomsoever belonging, resulting from the performance of any work required by this Agreement of County Superintendent, its officers, agents, employees and/or servants, provided that this shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The County shall indemnify and save harmless the County Superintendent, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of, injuries to or death of any person, including County, or damage to property of any kind whatsoever and to whomsoever belonging, resulting from the performance of any work required by this Agreement of County, its officers, agents, employees and/or servants, provided that this shall not apply to injuries or damage for which County Superintendent has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

VI. TERMINATION OF AGREEMENT

Upon the mutual consent of the parties, this Agreement may be terminated at any time.

County may terminate this Agreement in whole or in part upon 30 days written notice to County Superintendent specifying County Superintendent's or School District's breach of any of the terms of this Agreement or School District's Agreement, provided that if County Superintendent or School District cures the breach within the 30 days notice period to the satisfaction of the County the contract will not terminate. Alternatively, County Superintendent may initiate a cure within the 30 days notice period to the satisfaction of County that the cure will be completed within a time specified in writing at that time by the County, the contract will not be terminated, provided that in the event County Superintendent fails to initiate the cure within the 30 days or fails to complete the cure within the time specified in writing, the contract will terminate. County Superintendent shall be given the opportunity to provide information to County as to its cure or attempted cure prior to such termination. For purposes of this paragraph, County means the County Manager or his designee.

VII. RETURN OF FUNDS

Upon the conclusion of the Agreement, whether pursuant to paragraph III or by paragraph VI, any unexpended funds shall be returned to the County. Unexpended funds shall include any money not paid to School Districts as well as any money collected back from School Districts pursuant to the County Superintendent's contracts with School Districts.

VIII. COMPLIANCE WITH ALL LAWS

County Superintendent shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Without limiting the generality of the foregoing, County Superintendent shall not discriminate, in any way, against any person on the basis of race, color, religion, national origin, age, sex, sexual orientation, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status in connection with or related to the performance of this Agreement.

Violation of Non-discrimination Provisions. Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the County Superintendent to penalties, to be determined by the County Manager, including but not limited to: i) termination of this Agreement; ii) disqualification of the County Superintendent from bidding on or being awarded a County contract for a period of up to 3 years; iii) liquidated damages of \$2,500 per violation; iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this paragraph, the County Manager shall have the authority to: i) examine County Superintendent's employment records with respect to compliance with this paragraph; ii) set off all or any portion of the amount described in this paragraph against amounts due to County Superintendent under the Agreement or another Agreement between County Superintendent and County.

Contractor shall report to the County Manager the filing by any person in

any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified County Superintendent that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. County Superintendent shall provide County with a copy of its response to the Complaint when filed.

Compliance with Equal Benefits Ordinance. With respect to the provision of employee benefits, County Superintendent shall comply with the County Ordinance, which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

Compliance with Contractor Employee Jury Service Ordinance. Contractor shall comply with the County Ordinance with respect to provision of jury duty pay to employees and have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service in San Mateo County. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees regular pay the fees received for jury service

IX. MISCELLANEOUS PROVISIONS

A. The parties agree that this Agreement shall be governed and construed in accordance with the laws of the State of California and any action arising from this agreement shall have as its venue the County of San Mateo.

B. The headings of the sections and subsections of this Agreement are inserted for convenience only. They do not constitute a part of this Agreement and shall not be used in its construction.

C. The waiver by County of a breach of any provision of this Agreement shall not be deemed a continuing waiver or a waiver of any subsequent breach of that or any other provision of this Agreement.

D. Any and all exhibits, which are referred to in this Agreement, are incorporated herein by reference and are deemed a part of this Agreement. This Agreement may only be amended by formal written agreement executed by both parties.

E. If a court of competent jurisdiction adjudges any provision of this Agreement as void or unenforceable, the remaining provisions shall not be affected hereby and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

County of San Mateo

County Superintendent of Schools

By _____

By _____

EXHIBIT A
GRANT AGREEMENT BETWEEN
THE SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS
AND THE _____ SCHOOL DISTRICT
FOR A HOMEWORK CENTER
2010-2011/2011- 2012

This Agreement is made and entered into this ____ day of _____, 20__ by and between the San Mateo County Superintendent of Schools, ("County Superintendent") and the _____ **School District**, a subdivision of the State of California ("District").

RECITALS

WHEREAS, the County Superintendent has received a grant from the County of San Mateo to assist in funding Homework Centers in local school districts throughout the County of San Mateo; and

WHEREAS, the Board of Supervisors of the County of San Mateo and the County Superintendent of Schools, in consultation with the Superintendents of the local school districts in the County of San Mateo, have determined that many of our elementary school-aged children would benefit from an after school academic assistance program designed to motivate and support youth in improving academic achievement; and

WHEREAS, the local school districts are unable to fully fund Homework Centers from current revenues; and

WHEREAS, County Superintendent and District have determined that _____ District is willing to establish a program for the operation of a Homework Center under the guidelines developed by the Board of Supervisors and the County Superintendent:

NOW, THEREFORE, in exchange for the covenants set forth below, the parties agree as follows:

DISTRICT RESPONSIBILITIES

- A.** In exchange for the payments set forth herein, Districts agree to establish and administer a Homework Center for students in grades K-8 upon County of San Mateo and

County Superintendent of Schools' approval of school's Memorandum of Understanding (MOU). Schools will submit an MOU to their school districts. Districts will provide a suitable environment for an average of 20 students per week at each center to complete homework assignments and receive tutoring assistance.

B. The Homework Center will be open on a regularly scheduled basis. Each Homework Center will be operated for a minimum of five hours per week. Up-to-date Homework Center schedules shall be posted at the school front office at all times including contact information for the Homework Center Director.

C. The Homework Center will be staffed at all times by at least one person of age 21 and over. The tutor to student ratio will be a maximum of 1:10 at each Center. The District will ensure that it will comply with all fingerprint statutes.

D. District will develop criteria and procedures for selecting and monitoring tutors and provide ongoing training for the tutors. In particular, District will take appropriate steps to ensure that candidates for tutoring positions will serve as capable tutors and effective role models for younger students. Preference will be given to centers who utilize qualified high school aged tutors. District will review the prospective tutors' academic and behavioral/discipline records as part of this process, and will also require positive recommendations from teachers or other school staff familiar with the tutor candidate.

E. No fees will be charged to participating students; however, Districts may limit the number of participating students to 30 students.

F. The District will ensure that teachers are notified of their students' attendance and participation in the program.

G. District will ensure that participating students have access to technology necessary to complete their homework.

H. District will design and implement curriculum modules and provide necessary materials and equipment needed in the Centers.

I. District will allocate District funds equal to 40% of the Grant Award set forth in Part II in accordance with the Homework Center Budget, attached hereto as Exhibit A.

J. District will assist County Superintendent in evaluating the effectiveness of the program by providing an evaluation to County Superintendent. County Superintendent and County of San Mateo will be permitted to observe the program, meet with Homework Center staff, and review the curriculum and financial documents developed by District. District will allow County Superintendent and County to audit the program.

K. The Homework Center will be provided by School District in accordance with the

program description set forth in Exhibit A attached hereto.

L. Daily or Monthly Attendance records shall be kept at school sites for a minimum of two years (2010-2012). These records may be audited by County Superintendent of Schools or County of San Mateo.

M. The District will ensure that teachers or Center site coordinator provide the most recent California State Test (CST) scale score in Math and English Language Arts and if students are classified as (English Language or English Second Language students) the California English Language Development Test overall performance level for students who enroll in Homework Centers. For students who attend Centers an average of 6 times a month, teachers or the site coordinator will complete a mid-program and end of program evaluation that will require quantitative assessment of student's academic progress, homework completion and school attendance.

N. CHILD ABUSE PREVENTION AND REPORTING

1. District agrees to ensure that all known or suspected instances of child abuse or neglect are promptly reported to a child protective agency. All employees, consultants, volunteers or agents performing services under this contract who are required by the Penal Code to report child abuse or neglect shall be advised in writing that their obligation to report such abuse or neglect applies to their interactions with children at the homework center. District shall encourage such reporting even when employees, consultants, volunteers or agents are not required as mandatory reporters to report child abuse under the Penal Code whenever they gain knowledge, or reasonably suspect, that a child has been a victim of abuse or neglect.

2. District agrees to confirm the identity of all persons who will interact with children in providing services under this contract through the presentation and photocopying of appropriate photo identification. District agrees to follow whatever of its internal procedures, regulations and practices will best ensure that its employees, subcontractors, assignees, volunteers, and any other persons who provide services under this contract and who will have supervisory or disciplinary power over a minor do not have a criminal history that could compromise the safety of children. If District discovers through any method (fingerprint checks, reference checks, referral to police agency, self-disclosure, or otherwise) that any person who provides services under this contract has a

criminal history that could compromise the safety of children, it shall prevent such person from having further access to the homework center. Nothing in this contract shall be read to constrain or limit any legally exercised discretion of the District to refuse to permit any person to provide services or to volunteer in the homework centers on any basis the District deems appropriate.

3. District shall adopt rules and regulations that discourage, and to the extent possible, prevent unsupervised one-on-one interactions between minors and adults. District shall prevent persons who provide services under this contract from seeking to provide tutoring or other services to students except in District-provided facilities with public access, and shall discipline or, where appropriate, promptly terminate the access of persons who have sought or volunteered to provide homework center services to children in an isolated setting.

II. COUNTY SUPERINTENDENT'S RESPONSIBILITIES

In consideration of District's development and implementation of a Homework Center in accordance with the provisions of this Agreement, County Superintendent will pay to District the total amount of \$_____ ("Grant Award"). Payment of the Grant Award shall be paid to District at the conclusion of the contract term upon submittal of evidence of program expenditures and evaluation establishing compliance with the terms of this Agreement and expenditure of the Grant Award and District matching funds in accordance with the budget set forth in Exhibit A.

III. TERM OF THE AGREEMENT

The term of the agreement shall commence on the first date stated above and terminate on **June 30, 20__**, unless sooner terminated in accordance with the terms of this Agreement.

IV. RELATIONSHIP OF THE PARTIES

Under no circumstances shall this Agreement be construed to create an agency, partnership, or joint venture between County Superintendent and District.

V. INDEMNIFICATION AND HOLD HARMLESS

The School District shall indemnify and save harmless the County Superintendent and County of San Mateo, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of, injuries to or death of any person, including School District, or damage to property of any kind whatsoever and to whomsoever belonging, including but not limited to, the concurrent passive negligence of the County Superintendent and County of San Mateo, its officers, agents, employees and/or servants, resulting from the performance of any work required by this Agreement of School District, its officers, agents, employees and/or servants, provided that this shall not apply to injuries or damage for which County Superintendent and County of San Mateo have been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The County Superintendent and County of San Mateo shall indemnify and save harmless the School District, its officers, agents, employees and servants from all claims, suits or actions of every name, kind and description, brought for, or on account of, injuries to or death of any person, including County Superintendent and County of San Mateo, or damage to property of any kind whatsoever and to whomsoever belonging, including but not limited to, the concurrent passive negligence of the School District, its officers, agents, employees and/or servants, resulting from the performance of any work required by this Agreement of County Superintendent and County of San Mateo, its officers, agents, employees and/or servants, provided that this shall not apply to injuries or damage for which School District has been found in a court of competent jurisdictions to be solely liable by reason of its own negligence or willful

misconduct.

VI. TERMINATION OF AGREEMENT

Upon the mutual consent of the parties, this Agreement may be terminated at any time.

County Superintendent may terminate this Agreement upon 15 days written notice to District specifying District's breach of any of the terms of this Agreement. District may cure the specified breach within the 15 day notice period. In the event that District fails to cure or to commence to cure the specified breach within the 15 day notice period, the Agreement shall be terminated.

VII. COMPLIANCE WITH ALL LAWS

District shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments. Without limiting the generality of the foregoing, District shall not discriminate, in any way, against any person on the basis of age, sex, race, color, creed or national origin in connection with or related to the performance of this Agreement.

VIII. MISCELLANEOUS PROVISIONS

A. The parties agree that this Agreement shall be governed and construed in accordance with the laws of the State of California.

B. The headings of the sections and subsections of this Agreement are inserted for convenience only. They do not constitute a part of this Agreement and shall not be used in its construction.

C. The waiver by County Superintendent of a breach of any provision of this Agreement shall not be deemed a continuing waiver or a waiver of any subsequent breach of that or any other provision of this Agreement.

D. Any and all exhibits which are referred to in this Agreement are incorporated herein by reference and are deemed a part of this Agreement.

This Agreement may only be amended by formal written agreement executed by both parties.

E. If a court of competent jurisdiction adjudges any provision of this Agreement as void or unenforceable, the remaining provisions shall not be affected hereby and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first written above.

County Superintendent of Schools _____ **School District**

By _____

By _____

Date _____

Date _____

**County of San Mateo
Contractor's Declaration Form**

I. CONTRACTOR INFORMATION

Contractor Name:		Phone:	
Contact Person:		Fax:	
Address:			

II. EQUAL BENEFITS (check one or more boxes)

Contractors with contracts in excess of \$5,000 must treat spouses and domestic partners equally as to employee benefits.

- Contractor complies with the County's Equal Benefits Ordinance by:
- offering equal benefits to employees with spouses and employees with domestic partners.
 - offering a cash equivalent payment to eligible employees in lieu of equal benefits.
- Contractor does not comply with the County's Equal Benefits Ordinance.
- Contractor is exempt from this requirement because:
- Contractor has no employees, does not provide benefits to employees' spouses, or the contract is for \$5,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to offer equal benefits when said agreement expires.

III. NON-DISCRIMINATION (check appropriate box)

- Finding(s) of discrimination have been issued against Contractor within the past year by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or other investigative entity. Please see attached sheet of paper explaining the outcome(s) or remedy for the discrimination.
- No finding of discrimination has been issued in the past year against the Contractor by the Equal Employment Opportunity Commission, Fair Employment and Housing Commission, or any other entity.

IV. EMPLOYEE JURY SERVICE (check one or more boxes)

Contractors with original or amended contracts in excess of \$100,000 must have and adhere to a written policy that provides its employees living in San Mateo County up to five days regular pay for actual jury service in the County.

- Contractor complies with the County's Employee Jury Service Ordinance.
- Contractor does not comply with the County's Employee Jury Service Ordinance.
- Contractor is exempt from this requirement because:
- the contract is for \$100,000 or less.
 - Contractor is a party to a collective bargaining agreement that began on _____ (date) and expires on _____ (date), and intends to comply when the collective bargaining agreement expires.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Signature

Name

Date

Title