

Purchase Order

SF UNIFIED SCHOOL DISTRICT

PURCHASING DEPARTMENT
 135 VAN NESS AVENUE, ROOM 123
 SAN FRANCISCO CA 94102
 Office - 415-241-6468
 Fax - 415-241-6487

CHANGE ORDER

Dispatch via Print

Purchase Order SFU-0000138897	Date 02/01/2019	Revision 1 - 06/03/2019	Page 1
Payment Terms NOW	Freight Terms FOB DESTINATION	Ship Via COMMON	
Buyer CHAN, SUSAN	Phone x1604	Currency USD	

Ship To: MALCOLM X ELEMENTARY
 350 HARBOR ROAD
 SAN FRANCISCO CA 94124
 United States

Bill To: MALCOLM X ELEMENTARY
 350 HARBOR ROAD
 SAN FRANCISCO CA 94124
 United States

Vendor: 0000041896
 TINTIANGCO, ALLYSON
 151 STONERIDGE LANE
 SAN FRANCISCO, CA 94134

PHONE:
 Fax:

Tax Exempt? N	Tax Exempt ID:	PO Reference: 18-397KA
Line-Sch	Item/Description	Mfg ID
		Quantity UOM
		PO Price
		Extended Amt
		Due Date

1- 1	CONSULTANT		1.00	DOL	16,000.00	16,000.00	03/03/2019
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DATES OF SERVICE: 10/24/18 - 11/30/18 & 10/24/18 - 6/30/19

RESOLUTION NO: 18-397KA & 18-519KA
 APPROVAL: 1/29/19 & 4/23/19

SERVICE: CONSULTANT WILL ASSIST TEACHERS: TO CREATE AN ETHNIC STUDIES CURRICULUM DEVELOPMENT PLAN FOR SY 2018-2019.

=====


DOLLAR AMOUNT: \$ 8,000.00
 ADD \$ 8,000.00
 REVISED TOTAL: \$ 16,000.00
 =====

CONTACT PERSON: ALEXIS DAVID
 TELEPHONE NO: 415-695-5950

SubTotal PO Amount	16,000.00
Freight	0.00
Total PO Amount	16,000.00

All shipments, shipping papers, contracts, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments and contract modifications will not be accepted unless authorized by Buyer prior to shipment. Bills payable on complete shipments only.

Authorized Signature



**ADMINISTRATIVELY APPROVED "K" RESOLUTIONS
DATE: 4/23/2019**

SITE	CONSULTANT NAME	AMOUNT	APPROVAL#
	<u>ONLINE "K" RESOLUTION LOG FOLLOWS THIS LOG</u>		
Multilingual Pathways Department	McGraw Hill Education	\$0.00	18-503KA
Dr. George Washington Carver Elementary	Adria Klein	\$12,500.00	18-518KA
Thurgood Marshall High School	Celestino Ellington	\$13,000.00	18-534KA
KALW Radio Station	Eric Wayne	\$2,500.00	18-520KA
Our Children Our Families	Elizabeth Summers	\$400.00	18-521KA
Our Children Our Families	Breezy Love, Nunu Love, Bobbi Perfection	\$450.00	18-522KA
Bessie Carmichael Elementary School	LEAP Arts in Education	\$1,771.60	18-524KA
Ulloa Elementary School	Newsela	\$4,400.00	18-525KA
Visual & Performing Arts Department Bryant Elementary School	Nagata Dance	\$10,000.00	18-526KA
	"KA RESOLUTION AMENDMENTS"		
Malcolm X Academy	Additional services needed. AMEND 18-199KA; 18-397KA Dr. Allyson Tintiangco-Cubales	\$8,000.00	18-519KA
June Jordan School for Equity	Reduction in services needed. AMEND 18-202KA Clemente Pena	(\$1,500.00) Credit	18-527KA
June Jordan School of Equity	Cancel original K resolution. AMEND 18-387KA Oyenda Chambers	(\$6,000.00) Credit	18-528KA
KALW Radio Station	Additional services needed. AMEND 18-60KA; 18-192KA; 18-396KA Laura Flynn	\$3,000.00	18-529KA
C&I, Professional Growth & Development	Additional services needed. AMEND 18-172KA Sarah Young	\$264.00	18-532KA
George Washington Carver Elementary	Additional services needed. AMEND 18-339KA Bayview Association for Youth	\$2,000.00	18-530KA
Visual & Performing Arts Department Mission High School	Additional services needed. AMEND 18-417KA; 18-471KA Jay Jasper Pugao	\$1,000.00	18-531KA
Balboa High School	Correct name of Consultant. AMEND 18-424KA Balboa HS CAST, Pathway Young Writer's Project (\$6,500) Credit Bindlestiff Studio \$6,500	\$0.00	18-533KA

18-579KA

K Resolution Amendment

SUBJECT: Consultant Services Individual Organization

REVISED 4/23/19

FOR BOARD OFFICE USE ONLY Vendor has multiple contracts for the current fiscal school year.

DATE OF BOARD MEETING: 04/23/19

AMENDMENT TO RESOLUTION(s): 18-199KA, 18-397KA
List original and all previous amendment resolution numbers.

*Explain why the amendment is needed: Additions/deletions of services to students.
or other comments: Our site already has an existing contract with this contractor*

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

Dr. Allyson Tintiango will continue to provide consultation and support for Ethnic Studies Curriculum implementation at Malcolm X Academy. Consultation will be provided by Grade Level PLC Coaching (3 hours a month both in person during PLC meetings and virtual meetings).

Category: (Leave Blank) Code: (Leave Blank)

School Site/ and or Department: Malcolm X Academy

Participants: (Those students, sites, or personnel who will be directly served by this consultant) Staff

Original Dates of Service: October 24, 2018 - November 30, 2019

Amended Dates of Service: October 24, 2018 - June 30, 2019

Cost of this Amendment Request: \$8000

Funding Source(s)/Program Title: School Site Based WSF Allocation

A SACS Code(s): 01-00000-2019-1110-2100-5803-830



Cost of this Request

a) Name of Consultant: Dr. Allyson Tintiango ~~Cybales~~ \$8000

b) Evaluation: (if applicable) \$



K Resolution Amendment

<u>Background</u>	
c) Original Cost Adopted	\$8000 /
d) Previous Amendment(s) if any	\$ _____
Total Program Cost To Date (Add Items a to d)	<u><u>\$16000</u></u> /

DISTRICT GOALS AND EVALUATION:

- DISTRICT GOALS:**
- Goal 1: Access & Equity – Make social justice a reality.
 - Goal 2: Student Achievement – Engage high achieving and joyful learners.
 - Goal 3: Accountability – Keep our promises to students and families.

- EVALUATION:**
- Level I : Complete Task
 - Level II : Complete Task, Provide Feedback and/or Produce Product
 - Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
 - Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

DEGREE OF STUDENT CONTACT:

- Limited Contact More Than Limited Contact No Student Contact

PREPARED BY: Marco Taylor

SUBMITTED BY: Marco Taylor

SCHOOL SITE/and or DEPARTMENT: Malcolm X Academy

Phone: 415-695-5950 **Date:** 01/07/19

Principal/Central Office Administrator

- Please confirm that this consultant is not a current SFUSD employee or a person who has been employed by SFUSD within the last two year.

Principal/Central Office Administrator

(ONLY Original Signature Will Be Accepted)

Pursuant to Board Policy P3610 – Personal Service Contractors/Consultants #8. District officials or employees may not direct a Consultant to commence services prior to a properly approved and executed contract between the District and the Consultant. An employee or official who fails to comply with this provision may be subject to discipline or official reprimand.

K Resolution Amendment

SUBJECT: Consultant Services Individual Organization

FOR BOARD OFFICE USE ONLY Vendor has multiple contracts for the current fiscal school year.

DATE OF BOARD MEETING: April 23, 2019

AMENDMENT TO RESOLUTION(s): 18-199KA , 18-397KA
List original and all previous amendment resolution numbers.

*Explain why the amendment is needed: Choose from list below:
or other comments: Our site already has an existing contract with this contractor*

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

Consultant will assist teachers:
1. To create an ethnic studies curriculum development plan for sy 2019-2020

Category: (Leave Blank) Code: (Leave Blank)

School Site/
and or Department: Malcolm X Academy

Participants: (Those students, sites, or personnel who will be directly served by this consultant) All Staff

Original Dates of Service: October 24, 2018 - November 30 2018

Amended Dates of Service: na

Cost of this Amendment Request: \$0

Funding Source(s)/Program Title:
ESSA - Title I School Wide Programs

SACS Code(s):
01-31500-2019-1110-2100-5803-830

	Cost of this Request
a) Name of Consultant: Dr. Allyson Tintiangco Cubales	\$16,000
b) Evaluation: (if applicable)	\$

K Resolution Amendment

Background	
c) Original Cost Adopted	\$8000
d) Previous Amendment(s) if any	<u>\$8000</u>
Total Program Cost To Date (Add Items a to d)	<u>\$16000</u>

DISTRICT GOALS AND EVALUATION:

- DISTRICT GOALS:**
- Goal 1: Access & Equity – Make social justice a reality.
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 - Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

DEGREE OF STUDENT CONTACT:

- Limited Contact More Than Limited Contact No Student Contact

PREPARED BY: Marco Taylor

SUBMITTED BY: Marco Taylor

SCHOOL SITE/and or DEPARTMENT: Malcolm X Academy

Phone: 415-695-5950 **Date:** 1/7/19

Principal/Central Office Administrator <input checked="" type="checkbox"/> Please confirm that this consultant is not a current SFUSD employee or a person who has been employed by SFUSD within the last two year.

Principal/Central Office Administrator

(ONLY Original Signature Will Be Accepted)

Pursuant to Board Policy P3610 – Personal Service Contractors/Consultants #8. District officials or employees may not direct a Consultant to commence services prior to a properly approved and executed contract between the District and the Consultant. An employee or official who fails to comply with

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

FIRST AMENDMENT TO CONTRACT

THIS FIRST AMENDMENT TO CONTRACT ("Amendment"), dated for convenience **May 14, 2019**, is made in San Francisco, California, by and between the San Francisco Unified School District ("District") and **ALLYSON TINTIANGCO** ("Contractor").

WHEREAS, the District and Contractor have entered into the Agreement (as defined below), whereby Contractor would provide contractual services at **MALCOLM X ACADEMY**; and

WHEREAS, the District and Contractor desire to modify the Agreement on the terms and conditions set forth herein to **extend the contract period and increase the contract amount**.

NOW, THEREFORE, be it agreed between the parties as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:
 - a. **Agreement.** The term "Agreement" shall mean the Agreement dated **December 7, 2018** between Contractor and the District.
 - b. **Other Terms.** Terms used and not defined in this Amendment shall have the same meanings assigned to such terms as in the Agreement.
2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:
 - a. Section C ("COMPENSATION"), APPENDIX A ("DESCRIPTION OF SERVICES"), and APPENDIX B ("CALCULATION OF CHARGES") of the Agreement are hereby deleted and replaced in their entirety to read as follows:

C. COMPENSATION

Compensation to Contractor shall not exceed **Sixteen Thousand dollars (\$16,000.00)**. The breakdown of costs and payment schedule associated with this Agreement are detailed in the attached Appendix B ("Calculation of Charges"). Contractor shall submit invoices for services rendered to the District within thirty (30) days of service provision. Contractor shall furnish invoices in a form acceptable to the District. All amounts paid by the District to the Contractor shall be subject to audit by the District. Upon receipt of an acceptable invoice for payment, payment shall be made in a reasonable time upon approval by the District Site or Department Head, in his or her sole discretion that the services, set forth in Section B ("Services Contractor Agrees to Perform") of this Agreement, have been rendered satisfactorily, and in a professional and timely manner in accordance with this Agreement. Such payment shall be made to the address specified in Section D ("Notice to the Parties"). If the District and Contractor mutually agree that the scope of work described herein is increased, the Agreement may also be increased provided that there is a prior written modification to the Agreement in accordance with Section 27 ("Modification of Agreement") of the General Terms and Conditions and a Board Resolution authorizing said increases. It shall be the responsibility of the Contractor to ensure that the total approved amount of the Agreement is not exceeded. Any work performed in excess of said amount shall not be compensated. In no event shall the District be liable for interest or late charges for late payments.

APPENDIX A - SCOPE OF WORK (or DESCRIPTION OF SERVICES)

Part I. Services detail:

1. Pursuant to this Agreement, will Contractor perform services on-site at a school site or sites?

NO

YES. If YES, are services to be performed during the school day?

NO

YES

Part II. Pursuant to this Agreement, Contractor shall provide the following services to the District as detailed in this Appendix A ("Scope of Work").

Allyson Tintiangco will support teachers and staff at Malcolm X Academy to create and implement Ethnic Studies Curriculum Pre-K through 5th grade by December 2018. This will be done through facilitating Professional Development to staff and provide consultation with the school's Ethnic Studies Leadership Team. Allyson Tintiangco will continue to provide consultation and support for Ethnic Studies curriculum implementation at Malcolm X Academy until May 2019. Consultation will be provided by Grade level PLC Coaching (3 hours a month both in person during PLC meetings and virtual meetings) and an end of the year implementation assessment with staff of year 1.

Consultant will assist teachers:

- 1) to create an Ethnic Studies Curriculum Development Plan*
- 2) in the launch of the Ethnic Studies Praxis Learning Circle*

Goals/Outcomes of the contract are the following:

- Guide and Support the Teachers at Malcolm X Academy to create an Ethnic Studies Curriculum for SY 2018-2019 for Pre-K through 5th Grade.*

In addition she will provide:

- January-May 2019: On going consultation and support to Ethnic Studies Leadership Team by Grade level PLC Coaching (3 hours a month both in person during PLC meetings and virtual meetings)*
- May 30-Follow up Meeting with all staff to review and give feedback to curriculum and plan for SY 2019- 2020 (1 day)*

APPENDIX B – CALCULATION OF CHARGES

Total Cost of the Agreement (Not to Exceed Amount): Sixteen Thousand dollars (\$16,000.00).

The breakdown of charges shall be as follows for the services rendered pursuant to this Agreement:

- I. November 2018-Preparation Meetings (Virtual Meeting + Site Visit Meeting)**
- II. November 2018 (Summer Institute)-Community Responsive Ethnic Studies Institute (2 days)**
- III. November/December 2018-Follow up Meeting to review and give feedback to curriculum (1 day)**

\$8,000 for prep time + 3 days RD.

sn

S.W. Sn

In addition she will be paid ~~\$10,000~~ for prep time, consultation and professional development for:

IV. January-May 2019: On going consultation and support to Ethnic Studies Leadership Team by Grade level PLC Coaching (3 hours a month both in person during PLC meetings and virtual meetings)

V. May 30-Follow up Meeting with all staff to review and give feedback to curriculum and plan for SY 2019- 2020 (1 day)

TOTAL \$16,000⁰⁰ (2)

(Continued on the next page.)


- 3. **Effective Date.** Each of the modification(s) set forth in Section 2 (“Modifications to the Agreement”) shall be effective upon approval of the Board’s Amended Resolution authorizing this Amendment, full execution by the authorized representatives of the parties, and certification of funds by the District’s Chief Financial Officer.
- 4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

Signatures of the Parties.

IN WITNESS WHEREOF the District and Contractor have executed this Amendment to the Agreement pursuant to Amended Board of Education Resolution #18-519KA approved on the date of April 23, 2019. [See attached approved Amended Board of Education Resolution.]

This amends the original Board of Education Resolution #18-397KA approved on the date of January 29, 2019.

ALLYSON TINTIANGCO
APPROVED:

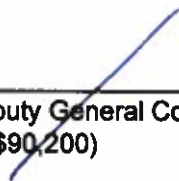
BY: 
Authorized Signature
Allyson Tintiangco
Contractor

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

APPROVED:

BY:  4/18/19
Reeta Madhavan
Chief Financial Officer

APPROVED AS TO FORM:

BY: 
Senior Deputy General Counsel
(N/A if <= \$90,200)

REVIEWED:

BY:  5/3/19
Contracts Office

RECOMMENDED:

BY: 
Signature of Site/Dept. Administrator
Marco Taylor
Principal