



Schedule B:

ADDITIONAL SERVICES SCOPE OF WORK TO BE PERFORMED BY EXED

This Schedule (the “Schedule”) is entered into as of the 30th day of June 2017 (the “Effective Date”). The Schedule outlines the additional services ExED will provide YPI Charter Schools, Inc (“Client”) as part of the Management and Accounting Services Agreement (the “Agreement”) that ExED and Client entered into on the 30th day of June 2017. The services identified in this Schedule include CALPADS Data Management and Data Reporting Support Services.

1. **DEFINITIONS**

- a. “CALPADS” means the California Longitudinal Pupil Achievement Data System. CALPADS is a longitudinal data system used to maintain individual-level data including student demographics, course data, discipline, assessments, staff assignments, and other data for state and federal reporting.
- b. “CBEDS” means California Basic Educational Data System.
- c. All other defined terms used in this Schedule shall have the definitions stated in the Agreement.

2. **CALPADS DATA MANAGEMENT AND DATA REPORTING SERVICES**

- a. ORIENTATION. Provide orientation to CALPADS Support Services.
 - (i) Discuss CALPADS reporting requirements related to school funding.
 - (ii) Review goals for ExED and Client.
 - (iii) Review responsibilities of ExED and Client.
 - (iv) Client Responsibility
 - (1) Provide ExED with appropriate access to its SIS application.
 - (2) Provide ExED with access to LEA Admin CALPADS account information. LEA Admin account is the master account and allows for the creation of users and resetting of passwords. Provide ExED with a second CALPADS account at the LEA level. An LEA level (or District level) account provides for the daily tasks and management of Client data.
 - (3) Provide ExED with Designated Point Person to facilitate requests for records verification in order to troubleshoot and clear errors in CALPADS data.

- (4) Client staff will not directly change CALPADS data without first communicating to and coordinating with ExED.
- b. TRAINING. ExED will train Client-identified staff responsible for SIS, CALPADS, and data management in the following areas:
- (i) Review data elements specific to CALPADS including Students, Staff, Course creation, and Attendance.
 - (ii) Facilitate troubleshooting in SIS on issues specific to CALPADS.
 - (iii) Provide support via email, phone, remote assistance, and in-person visits on issues specific to CALPADS.
 - (1) Phone support will be available during normal business hours.
 - (2) Email requests can be directed to ExED at compliance@exed.net.
- c. DATA INTEGRITY. Assess and support data integrity for CALPADS-related data elements. ExED will:
- (i) Evaluate current processes to collect, enter and maintain required data elements and offer guidelines for collecting and populating data to meet requirements.
 - (ii) Create and/or locate Statewide Student Identifiers (“SSIDs”) for new students enrolling at Client. ExED will complete this process as part of monthly attendance reporting.
 - (iii) Identify and communicate to Client any conflicting, missing and/or required data so as to comply with the CALPADS certification process. ExED will provide timelines, guidance, and instructions to Client to address missing and/or required data.
 - (iv) ExED recognizes that data integrity originates from various media. See the Enhanced Support Services for additional evaluative and planning services of school data collection processes.
 - (v) Support End of Year / Beginning of Year Rollover
 - (1) Assist in managing the rollover process in SIS for 2017-2018.
 - (2) Set up new academic terms in SIS and instruct Client on calendar set up or facilitate communication with SIS vendor for troubleshooting
 - (vi) Client responsibility.
 - (1) **Client is responsible for the integrity of their data.**
 - (2) Provide an overview to ExED of Client’s data management structure and current processes for the collection, validation, and reporting of data.

- (3) Provide time for the appropriate staff to meet to review processes with ExED.
- (4) For all students who enroll and exit Client, Client is responsible to ensure enrollment is entered in the SIS in the correct grade-level within the first attendance reporting cycle of student's enrollment.
- (5) Client is responsible to notify ExED if enrolled students have a mid-year grade-level change once enrolled.
- (6) Client is responsible to notify District of Residence of exited student pursuant to Ed Code §47605(d)(3).
- (7) Client is responsible for completing any missing data and/or required data and entering the relevant data into Client's SIS or data entry templates for set up of Client's SIS system.
- (8) Client is responsible for follow-up with any data discrepancies and notifying ExED once resolved.
- (9) Client will provide ExED 2017-2018 academic year dates.
- (10) Client will provide ExED next year school and next year grade information for returning students, including any retained students as required in their SIS.
- (11) Client will identify and transfer out non-returning students.

d. DATA VALIDATION & CERTIFICATION. ExED will:

- (i) Validate and extract data from SIS and upload, review, and certify data in CALPADS as required, including:
 - (1) Prepare and certify Fall 1 data.
 - (2) Prepare and certify Fall 2 data.
 - (3) Prepare and certify End of Year 1 data (as applicable)
 - (4) Prepare and certify End of Year 2 data.
 - (5) Prepare and certify End of Year 3 data.
 - (6) Provide comprehensive analysis and review of CALPADS data entered into Client SIS.
 - (7) Secure Client sign-off and approval of CALPADS data prior to submitting for final certification.
 - (8) Manage CALPADS anomalies, including Multiple Identifiers (MID), Exit Reason Discrepancy (ERD), and Concurrent Enrollments (CCE), within the threshold given by CALPADS for successful certification.
 - (9) Provide error-free Certification Reports and summarize key data certified in CALPADS.

(10) If Client requests CALPADS amendment window is utilized, ExED has the right to charge an additional fee. ExED will notify Client of the additional fees prior to beginning work.

(ii) **Data accuracy remains the responsibility of Client and is acknowledged upon signature of summary data provided by ExED.**

e. COMMUNICATION. Measure and report progress. ExED will:

(i) Summarize key data certified in CALPADS to Client's leaders via Capstone meetings, as agreed upon

(ii) Navigate complex CALPADS demands and stay up to date on frequently changing requirements.

f. ADDITIONAL REPORTING SUPPORT. ExED will:

(i) Provide support and guidance on reporting California Basic Educational Data System ("CBEDS") data out of SIS.

(1) Troubleshoot any issues with CBEDS extracts/data.

(2) Identify any discrepancies and anomalies with the CBEDS data in SIS.

(3) Provide comprehensive analysis and review of CBEDS data entered into Client SIS.

(4) Secure Client sign-off and approval of CBEDS data prior to final submission.

(ii) Client Responsibility.

(1) Client will provide CBEDS-ORA login information to ExED as requested and within the timeframe established in the request.

3. **OPTIONAL ENHANCED SUPPORT SERVICES:**

a. See section "Optional Enhanced Support Services" at the end of Schedule for a description of additional services that are available to Client.

b. ExED will provide a summary of services to be provided and Client will agree to proposed services and hourly rate prior to ExED performing any of the Enhanced Support Services.

4. **PAYMENT AND TERMS**

a. Fees and Charges.

- (i) CALPADS Data Management and Data Reporting Support Services
 - (1) Rate. Client will pay ExED a flat fee of \$24,480 for the 2017-18 school year for the CALPADS Data Management and Data Reporting Support Services and reimburse ExED for its actual, reasonable out-of-pocket expenses incurred in providing the services. These out-of-pocket expenses will not exceed \$100 per month without written authorization from Client.
 - (2) Invoicing. ExED will invoice Client \$2,040.00 monthly from July 1st, 2017, through June 30, 2018, as well as for out-of-pocket expenses incurred not to exceed \$100 per month without written authorization from Client. ExED will automatically prepare a check on a monthly basis for ExED payment for execution by the person authorized by Client to execute such checks.
- (ii) Optional Enhanced Support Services
 - (1) Rate. Client will pay ExED \$115.00 per hour for the Enhanced Support Services it requests and approves and will reimburse ExED for its actual, reasonable out-of-pocket expenses incurred in providing the services. The time ExED staff spends driving to/from Client to perform the Enhanced Support Services will be included in ExED's hourly fees.
 - (2) Invoicing. ExED will invoice Client monthly for the Enhanced Support services provided and out-of-pocket expenses incurred. ExED will automatically prepare a check on a monthly basis for ExED payment for execution by the person authorized by Client to execute such checks.

5. **CONFIDENTIALITY**

- a. ExED will directly access Client's SIS system and will extract data required for CALPADS reporting. Such information shall be considered Confidential Information to the extent it contains any personally-identifiable information under FERPA.
- b. ExED will directly access student information using SIS as licensed to Client, and provide user technical support as well as develop reports, as reasonably requested by Client. Such information shall be considered Confidential Information to the extent it contains any personally-identifiable information under FERPA.
- c. ExED will directly access information regarding eligibility for student participation in free and reduced price meals programs. Such information shall be considered Confidential Information to the extent it contains any personally-identifiable information under FERPA.
- d. ExED will utilize software systems such as Citrix ShareFile and/or Box to share confidential student and staff information via a secured system rather than via individual emails.

6. **THE CLIENT'S OBLIGATIONS.**

- a. Authorized Personnel. The governing body of Client may identify to ExED, in writing, the Client Administrator and other staff member(s) authorized to work with ExED with respect to: CALPADS, SIS, and data management services. In the absence of such designated persons, ExED shall be authorized to communicate with the chief executive officer and the presiding officer of the governing body of Client.
- b. Principal Contact. The governing body of Client may also identify, in writing to ExED, its key or principal contact, if other than the authorized Client Administrator, who is authorized to receive and disclose Confidential Information and approve CALPADS submissions; as well as an alternate contact in the event Client Administrator cannot or should not serve as Client's contact due to conflict or suspected misconduct. In the absence of such designated persons, the chief executive officer and the presiding officer of the governing body of Client shall have such authority.
- c. Access to State Systems. Client is responsible for maintaining master accounts with associated usernames and passwords for accessing the CALPADS state system, the CBEDS online reporting system, and any 3rd party assessment systems (e.g. CAASPP/TOMS).
- d. SIS Records. Client will maintain all data records in SIS. Client is responsible for maintaining the accuracy of Client's data records, correcting data errors, and entering new or corrected data. Client is solely responsible to ensure the accuracy of the data it provides to ExED or that is maintained in Client's SIS database. ExED has no responsibility to independently confirm the accuracy of the data it receives from Client or that is maintained in Client's SIS database. ExED will advise Client of the data to be corrected so as to comply with the CALPADS certification process and may provide data entry templates, but Client is responsible for correcting the errors or completing the missing data.
- e. Coordination and Cooperation. Client, the Client Administrator, authorized staff members and the principal contact will work closely and cooperatively with ExED to facilitate the effective performance and delivery of the Additional Services identified in this Schedule. Client will comply with and respond promptly to all reasonable requests of ExED to correct data errors and for information and documents from Client.

If Client does not meet timelines that ExED has established for making data corrections required for CALPADS certification, ExED will not be responsible if Client is unable to certify or if Client certifies with inaccurate data.

- f. Client Policies and Procedures. Client covenants to develop, apply and follow not less than customary and reasonable policies and procedures for a charter school applicable to data management, including, but not limited to: attendance, eligibility for student participation in free and reduced price meals programs, and special education.

- g. Integrity. Client will act with integrity and alert the management of ExED to any fraudulent activity which is reasonably related to the Additional Services identified in this Schedule as soon as Client becomes aware, to the extent permitted by law. Client acknowledges that ExED's ability to provide these Additional Services is premised upon Client acting in a prudent manner.

7. **OTHER PROVISIONS**

- a. Other than the services outlined above in the section "Optional Enhanced Support Services" ExED is not responsible for any other activities, unless mutually agreed to in writing.
- b. All other terms, conditions, obligations, rights and provisions of the Agreement, including but not limited to limitation of liability and dispute resolution provisions, shall apply to all Additional Services identified in this Schedule.

8. **TERM AND TERMINATION EXPIRATION.**

This Schedule to provide Additional Services shall continue in full force and effect from July 1, 2017, until June 30, 2018.

Termination for convenience. Either party may terminate this Schedule upon 30 days written notice to the other party, without cause. During the notice period, the parties shall cooperate to wind up and complete the pending work for the current month.

- a. Immediate termination for cause. ExED may immediately terminate the services outlined in this Schedule in the event it determines that it cannot provide the Services in a professional manner due to the actions or inaction of Client with respect to data management; in such event, ExED will cooperate with Client to transition its duties to Client personnel or another vendor.

IN WITNESS WHEREOF, the parties hereto execute this Schedule in counterparts as of the Effective Date through duly authorized representatives.

CLIENT:

By: _____

Dated: _____,

Name: Yvette King-Berg

Title: Executive Director

ExED:

By: _____

Dated: _____,

Name: Tait G. Anderson

Title: Executive Vice President

OPTIONAL ENHANCED SUPPORT SERVICES:

Activity	ExED Responsibilities	Client Responsibilities
Understanding Your SIS	<ul style="list-style-type: none"> • Provide additional training on the data fields and table structure in Client's SIS • Define the key relationships between the data tables and the way the data is structured in the interface 	
Configuring Access and Security Setup in Your SIS	<ul style="list-style-type: none"> • Facilitate with Client's SIS vendor setting up the initial security configuration and training staff how to maintain system security going forward • Review with Client processes for ensuring personal privacy of information stored in Client's SIS 	<ul style="list-style-type: none"> • Provide feedback on desired security setup by user group • Ensure staff roles and responsibilities are clearly delineated
Scheduling	<ul style="list-style-type: none"> • Assist with scheduling on an as needed basis • Evaluate the scheduling set up configuration for Client prior to the beginning of the year and provide recommendations on the overall scheduling approach • Help troubleshoot schedules and provide ongoing support 	<ul style="list-style-type: none"> • Inform ExED of any scheduling criteria that is relevant to the scheduling process and inform ExED of any process changes
Generating Reports for Stakeholders	<ul style="list-style-type: none"> • Teach appropriate Client staff how to view, extract, and modify student and school data • Show appropriate Client staff how to develop reports customized to Client's needs • Train appropriate Client staff how to use special search functions and commands to effectively query Client's SIS 	<ul style="list-style-type: none"> • Provide feedback on the types of data that needs to be commonly extracted • Provide feedback on the types of reports various stakeholders need
Custom Screen and Custom Field Assistance	<ul style="list-style-type: none"> • Perform needs assessment and review of how custom screens 	<ul style="list-style-type: none"> • Provide feedback on pain points with SIS

Activity	ExED Responsibilities	Client Responsibilities
(as applicable to SIS)	<p>and/or fields are currently being used by Client</p> <ul style="list-style-type: none"> • Provide recommendations on consolidating and restructuring how data elements are being collected by Client • Liaise with vendor as appropriate 	<ul style="list-style-type: none"> • Provide feedback on current processes as they relate to the custom screens • Inform ExED of any new functionality or data requirements that need to be incorporated into the existing custom screens
Setup and Support for Progress Reports and Report Cards	<ul style="list-style-type: none"> • Provide basic maintenance and support for existing progress reports and report cards (Note: Any requests to create new progress reports/report cards will require a separate summary of work to be completed to define the scope of services to be provided). 	<ul style="list-style-type: none"> • Provide ExED with an overview of Client's grading practices and grading frequency • Liaise with teaching staff as necessary
Local Data Requests	<ul style="list-style-type: none"> • Review requirements of data request. • Identify ways to meet requirements and align with existing data management efforts. 	<ul style="list-style-type: none"> • Merge data from other sources or systems, if necessary, with data extracted by ExED.