



AIMS Finance Committee Meeting Item Cover Letter

Item:

Presented By:

Staff Recommendation:

Committee Approval:

Total Associated Cost:

Included in Budget?

Funding Source:

Over/Under Budget?

Amount Over/Under Budget?

Included in LCAP?

Which LCAP?

Professional Services Agreement

Sharon Tom

639 Walavista Ave., Oakland, CA 94610

510-381-7722

This Professional Services Agreement stipulates that the AIMS College Preparatory High School (AIMS) shall contract **SHARON TOM (CONSULTANT)** to provide professional services under the following terms and conditions:

Term: 2022-2023 Academic School Year

Scope of Work: CONSULTANT shall provide AIMS teachers:

- Academic Coaching, as necessary, to improve instructional practices and delivery
- Professional Development training, as directed by the Head of School
- Observations with feedback
- Feedback and guidance on Deliverables: Syllabi, Pacing Guides, Lesson Plans, CSTP Self-Assessment & Goal Setting, Reflections of Practice, Peer Observation Reflections
- Communications via emails, Slack, in-person meetings

Payment: For services rendered, AIMS shall pay CONSULTANT a billable amount of \$80 per billable hour, not to exceed a maximum of 590.61 hours, for a total of \$40,290.00. The termination date of this contract will be June 30, 2023. CONSULTANT shall submit monthly invoices via electronic mail to Maurice Williams, AIMS Head of School maurice.williams@aimsk12.org on the 1st day of every month during the term.

Conditions:

1. CONSULTANT hereby agrees to submit her/his verification of tuberculosis clearance and fingerprinting by the California Department of Justice and Federal Bureau of Investigation for a criminal records check pursuant to California Education Code.
2. CONSULTANT hereby agrees to complete the AIMS Consultant Registration Form and submit a signed W-9 form.
3. Any Modifications to this Agreement shall be established in writing signed by both parties.
4. Either party may terminate this Professional Services Agreement without cause upon (30) days written notice to the other party.

The following principals hereby agree to the terms and conditions of this Professional Services Agreement, stated above:

Sharon Tom, Consultant

Maya Woods-Cadiz, Superintendent

Date

Date