

STATEMENT OF WORK #6
by and between
EdTec Inc. and Contra Costa School of Performing Arts

Reference:	Master Services Agreement dated February 28, 2020, by and between EdTec Inc. ("EdTec") and Contra Costa School of Performing Arts ("Client").
Term:	June 3, 2024 through June 30, 2025. (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	<p>CALPADS Support to Include:</p> <ul style="list-style-type: none"> • CALPADS project management, including: <ul style="list-style-type: none"> ○ Establishing timelines and milestones ○ Tracking important system changes and announcements ○ Communicating progress and areas of need to appropriate school officials • Provide instruction on data elements for staff to collect • Training and documentation on data entry into student information system, CALPADS system, or file templates as appropriate • Generate files and assist schools in resolving missing/conflicting data in student information system • Upload files and assist schools in resolving missing/conflicting data in CALPADS • Review of key performance indicators, red flags, and possible implications of certified data • Complete all CALPADS submissions for Client to review and certify <p><i>Please see the attached Annex A for a detailed description of EdTec and Client CALPADS responsibilities. 2023/24 EOY submission is the sole responsibility of the Client and any support provided shall be billed hourly.</i></p> <p>Attendance and Data Reporting to Include:</p> <ul style="list-style-type: none"> • Local attendance reporting – EdTec will provide support with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work. • State attendance reporting – Using school-provided data, and at the school's request, EdTec will provide support on government attendance reports, including the 20-day report, P-1, P-2, and Annual Attendance Report. • Attendance procedures assistance – EdTec will provide assistance reviewing schools' attendance accounting procedures and advising on areas for

	<p>improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance.</p> <ul style="list-style-type: none"> Quarterly ADA analysis – EdTec reviews ADA data to ensure the school is on track with projections, if EdTec is provided access by the school to their Student Information System. <p><i>School requests for EdTec assistance on items not listed in this section shall be billed hourly.</i></p>
Excluded Services:	Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing.
Compensation:	<ul style="list-style-type: none"> Discounted hourly rate of \$160 on a time and material basis for any work related to 2023/24 EOY CALPADS submission or any other work performed prior to July 1, 2024 Fixed fee of \$15,500 to be billed in 12 equal installments for 2024/25 school fiscal year and any subsequent renewal terms. Actual travel costs and out of pocket expenses will be billed to Client and travel time, if necessary, will be billed at \$80/hour (half the hourly fee). Any work requested by Client beyond the scope of this Statement of Work is billable at the then current hourly rate (currently \$160). All fee estimates are subject to Client compliance with the School Obligations set forth below. <u>Fee Increases:</u> EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable. <u>Payment Terms:</u> Payment terms are net 30 days from receipt of EdTec's invoices, which shall be issued monthly and upon completion of the services. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty days past due.

School Obligations:	<p>Client CALPADS responsibilities include:</p> <ul style="list-style-type: none"> ▪ Collecting student, course, and staff data ▪ Inputting data into student information system, file templates, or CALPADS system as appropriate following training/instructions and schedule provided by EdTec ▪ Resolving data discrepancies that cannot be resolved by EdTec ▪ Resolving anomalies with other LEAs ▪ Certifying completed submissions after EdTec completes submission process <p>Client shall be responsible for the quality and integrity of its data and verifying the accuracy of certification reports, including all supporting reports.</p> <p>Client shall provide EdTec with access to Client's instance and/or equipment upon which applicable software programs are loaded or operating as reasonably necessary to permit EdTec to perform its obligations under this SOW.</p> <p>In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, to cooperate reasonably with EdTec, and to timely complete all tasks reasonably requested of Client in connection with the project.</p>
Termination:	<p>Either party may, upon giving thirty (30) days' written notice identifying specifically the basis for such notice, terminate this Statement of Work for breach of a material term or condition of this Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. In addition, EdTec may terminate this Statement of Work immediately upon written notification and without liability, (a) if Client, in EdTec's reasonable judgment, violates any of the "School Obligations" above, or (b) upon any revocation of Client's charter. Upon any early termination under this section, Client shall pay EdTec for all services rendered by EdTec prior to the effective date of termination.</p>
<p>EdTEC INC.</p> <p>By: _____</p> <p>Name: Steve Campo</p> <p>Title: President & CEO</p> <p>Date: _____</p> <p>1266 66th Street #4 Emeryville, CA 94608</p> <p>Fax: 510.663.3503</p>	<p>CONTRA COSTA SCHOOL OF PERFORMING ARTS</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Address: _____</p> <p>_____</p> <p>Email: _____</p> <p>Phone: _____</p> <p>Fax: _____</p>

Attachment 1: CALPADS Services		The services described below will be performed for the fixed annual fee set forth in this Statement of Work, provided that Client uses an EdTec-preferred Student Information System (SIS). In the event that Client uses a non-preferred SIS, EdTec will provide up to 30 hours per school per school fiscal year of the service under the fixed annual fee; additional support hours shall be billed at the then-current discounted data service rate.	
Task Description		EdTec Responsibilities	School Responsibilities
B. Fall 2 Submission (October - March)			
Data Review and Reconciliation	<ul style="list-style-type: none">-Provide schools with list of required data and project calendar-Manage submission deadlines for each school site and provide regular reminders-Review State required data in School's SIS and identify missing/inaccurate data-Review of CALPADS Fall 2 setup in School's SIS-Train staff how to review Fall 2 certification reports and resolve fatal errors	<ul style="list-style-type: none">-Populate School's SIS with all Fall 2 required data per EdTec's guidance-Adhere to project calendar deadlines as set forth by EdTec-Review and certify Fall 2 snapshot reports and make corrections, as needed	
Staff Demographics Submission	<ul style="list-style-type: none">-Generate reports that identify missing or inaccurate staff demographic data-Provide guidance on data requirements for staff demographic records-Provide guidance on obtaining SEID numbers for credentialed staff	<ul style="list-style-type: none">-Request Statewide Educator ID (SEID) numbers for certificated staff-Enter staff demographic data and fix any error identified by EdTec	
Staff Assignments Submission	<ul style="list-style-type: none">-Update school-provided Staff Assignment data into School's SIS, as needed-Provide guidance on data requirements for staff assignment records-Generate, upload and troubleshoot SASS extract(s)	<ul style="list-style-type: none">-Enter staff assignments records in the staff assignments into School's SIS	
Course Sections Submission	<ul style="list-style-type: none">-Update school-provided Course/Section data into School's SIS-Generate, upload and troubleshoot CRSE extract(s)	<ul style="list-style-type: none">-Enter required course and section information in School's SIS	
Student Course Sections Submission	<ul style="list-style-type: none">-Generate, upload and troubleshoot SCSE extracts	<ul style="list-style-type: none">-Ensure student schedules are up-to-date and accurate through Census Day	
C. End-of-Year Submission (May - August)			
Data Review and Reconciliation	<ul style="list-style-type: none">-Provide schools with list of required data and project calendar-Manage submission deadlines for each school site and provide regular reminders-Review State required data in School's SIS and identify missing/inaccurate data-Review of CALPADS EOY setup in School's SIS (discipline codes, program codes)-Train staff how to review EOY certification reports and resolve fatal errors	<ul style="list-style-type: none">-Populate School's SIS with all EOY required data per EdTec's guidance-Adhere to project calendar deadlines as set forth by EdTec-Review and certify End-of-Year certification snapshot reports and make corrections, as needed	
Student Enrollment Update Submission	<ul style="list-style-type: none">-Generate and submit SENR and SINF extracts for all changes since the Fall 1 Submission	<ul style="list-style-type: none">-Populate School's SIS with required student demographic information for students since the last enrollment update-Verify completers and graduates along with all associated data elements	
End-of-Year Program Submission	<ul style="list-style-type: none">-Submit and troubleshoot the End-of-Year program submission (SPRG)-Provide guidance on data requirements for additional program records	<ul style="list-style-type: none">-Enter student End-of-Year student program records into School's SIS	
End-of-Year Discipline and Attendance Submission	<ul style="list-style-type: none">-Submit and troubleshoot the End-of-Year Discipline submission (SDIS)-Submit and troubleshoot the End-of-Year Attendance submission (STAS)-Provide guidance on data requirements and process for adding discipline records in School's SIS	<ul style="list-style-type: none">-Enter student discipline information into School's SIS-Enter all absences for the reporting year into School's SIS	
End-of-Year Course Completion Submission	<ul style="list-style-type: none">-Submit and troubleshoot the End-of-Year Course Completion submission (CRSC and SCSC)	<ul style="list-style-type: none">-Confirm all term grades have been entered into School's SIS for Grades 7-12	
D. Anomaly Resolution (Year-long, as needed)			
Anomaly Resolution Support	<ul style="list-style-type: none">-Assist school with identifying and fixing CCE, MID and ERD anomalies in CALPADS and School's SIS-Provide schools with CALPADS contact info for other LEAs	<ul style="list-style-type: none">-Follow up with other LEAs to resolve anomalies	

*This proposal does not include data remediation services. If it is determined that the initial data quality and set up requires significant intervention by EdTec, a separate scope of work for data remediation services may be required.