



MEMORANDUM

TO: DJUHSD BOARD OF TRUSTEES

FROM: RENE AYON, DHS PRINCIPAL

SUBJECT: CONSULTANT AGREEMENT-AVID

DATE: AUGUST 30, 2018

ADMINISTRATIVE RECOMMENDATION:

Please find the enclosed correspondence from Ms. Mariana Garcia requesting approval for AVID Elective College Tutor Consultant. Ms. Garcia feels that Miss Erika Reyna can provide the necessary skills and experiences to assist AVID student in tutorial classes.

The agreement will be funded through Title I funds for the 2018/2019 school year. The compensation under this agreement would be at the rate of \$300.00 per month for 9 months (beginning September 12, 2018 through May 30, 2019) for a total not to exceed \$2,700.00.

Delano High School's AVID program requires a sufficient number of tutors that must be available in our AVID Elective class(es) to facilitate student access to rigorous curriculum. Tutors should be students enrolled in colleges and universities, who can mentor students and facilitate tutorials, and they must be trained to implement the methodologies used in AVID. Miss Erika Reyna was a former AVID program participant and is familiar with all of the expectations of tutorials. They will be receiving additional training to ensure they facilitate tutorials accurately as college tutors.

Enclosures: 08.31.18

Memo from M. Garcia, DHS AVID Coordinator w/recommendation
Agreement for Consultant Services-Miss Erika Reyna
Purchase Requisition for E. Reyna



AVID Department

Date: August 31, 2018

To: Mr. R. Ayon

DJUHSD Board of Trustees

This letter is in recommendation of Miss Erika Reyna as a Delano High School AVID Elective Tutor from September 12, 2018 to May 30, 2019. Both individuals are enrolled at Bakersfield College and have experience with AVID tutorials and would greatly improve our AVID Elective tutorial process as well as our program. Students will be completing the following:

- a) Conduct AVID Elective tutorials.
- b) Conduct Binder Checks and coach students.

Sincerely,

Mariana Garcia

Mariana Garcia

AVID Elective Coordinator

DELANO JOINT UNION HIGH SCHOOL DISTRICT

1720 Norwalk Street, Delano, California 93215

(661)725-4000 ** (661)721-9390 fax

AGREEMENT FOR CONSULTANT SERVICES

This **AGREEMENT** is made and entered into this 12 day of September, 2018, by and between the **DELANO JOINT UNION HIGH SCHOOL DISTRICT** of Kern County, California, hereinafter referred to as "**District**," and Miss Erika Reyna, AVID Tutor, whose principle place of business is _____, hereinafter referred to as "**Consultant**."

It is agreed that:

1. **Consultant** will perform the duties as set forth in this **Agreement** under the direction of the **District Superintendent** or his/her designee.

Expectations: AVID Tutor

- The AVID tutor takes an active part in developing the academic and personal strength of AVID students.
- The AVID tutor becomes thoroughly grounded in AVID strategies (WICOR: writing, inquiry, collaboration, organization and reading).
- The AVID tutor becomes a master of each stage of the AVID tutorial and the inquiry learning process, as described below:
 - Students take Cornell notes in their academic classes.
 - Students complete the pre-work on Tutorial Request Form (TRF) from their academic class, Cornell notes, homework, classwork, quizzes and/or tests.
 - As students enter the room, the teacher/tutor checks the TRFs and Cornell notes from the content class to support the point of confusion question.
 - Students are divided into tutorial groups to meet the 7:1 ratio.
 - One student begins the tutorial by presenting an authentic question and 30-Second Speech to the group.
- The tutor and group members ask questions to guide the student presenter through the critical thinking and inquiry process.
 - Group members/tutor check the student presenter's understanding of the answer to his/her question by asking clarifying questions. Group members also take three-column notes on the student presenters' questions.
 - Steps 5 and 6 are repeated for as many group members as time allows.
 - Students complete a written reflection based on their learning (content and/or process) from the point of confusion.
 - Students turn in their tutor pre-graded TRFs to teacher for grading and feedback.
 - Teacher/tutors/students debrief the tutorial process. Students verify their learning in their academic classes.

- The AVID tutor assists AVID students in developing personal pride in the AVID College Readiness System.
- The AVID tutor:
 - Assists students in the successful completion of college eligibility requirements and in becoming college ready.
 - Provides academic support for students in rigorous courses.
 - Encourages students to enroll in a four-year college or university after high school graduation.
 - Serves as a role model/mentor to AVID students.
- AVID tutors are expected to be active learners, not experts. Because you have been selected as a tutor for this special class, it is expected and understood that you will:
 - Be positive and professional.
 - Arrive on time and prepared for class.
 - Act as a role model and wear appropriate attire at all times.
 - Assist students in maintaining their AVID binders (with calendar, assignment sheets, TRFs and daily Cornell notes from academic classes).
 - Actively participate in collaborative groups and tutorials.
 - Participate in AVID field trips and motivational activities (when possible).
 - Inform teacher in advance of absences/tardies on a tutorial day.
 - Become familiar with the specific routines and expectations of each AVID teacher's classroom.
 - Facilitate the tutorial learning process and implement AVID methodologies.
 - Adhere to district/site policies and procedures.
 - Complete tutor training.

2. This **Agreement** shall commence on September 12, 2018, and end on May 30, 2019.
3. The compensation under this **Agreement** shall be at the rate of \$ 300.00 per month. Total compensation under this contract shall not exceed \$ 2,700.00.
4. **District** shall reimburse **Consultant** for mileage and other actual and necessary expenses. Mileage will be reimbursed at the IRS approved rate.
5. Payments for services and reimbursement for expenses under this **Agreement** shall be made monthly for services performed.
6. **Consultant** shall not assign or transfer in any way his/her interest or obligations under this **Agreement** without the written consent of the Superintendent or his/her designee.

7. This **Agreement** may be amended or modified at any time at the discretion of the **District**.

8. It is understood and agreed that the **Consultant** is at all times an independent contractor and is not an employee of the **District**.

IN WITNESS THEREOF, the parties hereto have executed this **Agreement** the day and year first above written.

DELANO JT. UNION HIGH SCHOOL DISTRICT
"District"

By _____
Superintendent

Date

"Consultant"

Date

Consultant must check one of the following:

☐ **No**, Consultant is not a retired STRS member.

☐ **Yes**, Consultant is a retired STRS member.

BUSINESS OFFICE VERIFICATION:

01-3010-0-5800.00-1110-1000-002-00-555-0000
Account Code

Available Fund
Balance

Bus. Office Official