

NOTE: EESD approval required prior to incurring costs.
 in excess of \$7,500. Private agencies are required to obtain and
 submit documentation of at least three bids for a purchase in excess
 of \$5,000.

EQUIPMENT PURCHASE APPROVAL REQUEST

PART I SPECIAL NOTE: Object Classification 6400 - Equipment and Object Classification 6500 - Equipment Replacement - The contractor listed below must apply for approval to use Child Development contract funds to purchase items of equipment, with a cost per item exceeding the limit specified in the Funding Terms and Conditions.

CONTRACTOR Redwood City Elementary School District		ADDRESS 750 Bradford St	CITY Redwood City	ZIP CODE 94063
CONTACT PERSON Jennifer Pare, RCSD CSPA Program Director		TELEPHONE 650-482-2417	CONTRACT TYPE CSP	VENDOR NUMBER 6900

PART I - DESCRIPTION OF EQUIPMENT (Identify types of equipment proposed for purchase.)

QUANTITY	ITEM	ITEM COST	TOTAL COST	ITEM PLACEMENT (SITE ADDRESS)	ESTIMATED USEFUL LIFE EXPECTANCY	JUSTIFICATION ATTACHED
1	CLASS observations and leadership TA	\$ 9,100	\$ 9,100	7 CSPA classroom groups TBD	1 YEARS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
					YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>

PART II - CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. I also agree to abide by Funding Terms and Conditions requirements with regards to the title, use, disposition, and retention of equipment purchased with child care contract funds provide by the California Department of Education.

SIGNATURE OF BOARD PRESIDENT OR DESIGNEE 	TITLE RCSD CSPA Program Director	DATE January 2nd, 2026
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PART III - FOR CDD USE ONLY

EESD receipt date: ____/____/20____	COMMENTS		
Contractor notification date: ____/____/20____			
CONSULTANT RECOMMENDATION	CONSULTANT	DATE	ADMINISTRATOR
Requested \$ <input type="text"/> Approved \$ <input type="text"/>			
Fiscal Year 20 ____/____			
Year-to-Date Balance: \$ <input type="text"/>			

Distribution: Original: Contractor, copies to Child Development Audits, Fiscal Analyst, EESD Consultant, and Contractor file.

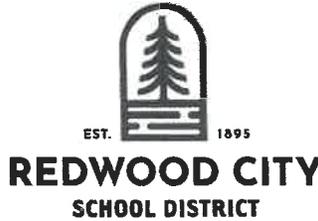
REDWOOD CITY SCHOOL DISTRICT

750 Bradford Street • Redwood City • CA 94063 • (650) 423-2200 • FAX: (650) 423-2204

Mission: RCSD creates a safe and supportive, inspirational and rigorous, joyful and inclusive environment for all learners

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John R. Baker, Ed.D.

Date: December 30th, 2025

To: Deborah Wacker, Program Quality Implementation Consultant, Child Development Division, CDE

From: Jennifer Pare, RCSD CSPP Program Director

Re: Use of CSPP Contract Funds for CLASS and CLASS Environment Observations

Dear Ms. Wacker,

We are requesting approval to use contract funds to hire an external consultant to conduct CLASS and CLASS Environment Observations this program year.

Due to the absence of an active, internally certified CLASS observer during the current program year, we are electing to contract with an external, certified CLASS observer to meet California State Preschool Program (CSPP) CLASS requirements. Management Bulletin MB 23-10 and CSPP Contract Terms and Conditions (CT&Cs), Section XXIX, Article K (CLASS, CLASS Environment, and Additional Requirements) allow CSPP contractors to use either internal or external observers, provided the observer meets all Certified CLASS Observer requirements.

Internal certification will not be completed until March; therefore, contracting with an external observer ensures timely compliance with the required CLASS observation sample while supporting objectivity and avoiding potential conflicts of interest or supervisory relationships.

Purpose of Purchase:

We request approval to contract with a certified CLASS observer to conduct CLASS and CLASS Environment observations for seven CSPP classrooms in accordance with CSPP quality requirements.

Pursuant to Management Bulletin 23-10 and CSPP Contract Terms and Conditions (CT&Cs), Section XXIX, Article K, CSPP contractors are required to implement CLASS and CLASS Environment observations using a Certified CLASS Observer, defined as

an individual who holds an active Teachstone® certification and has completed all required trainings. CDE guidance permits the use of either internal or external observers, provided certification and reliability requirements are met.

At this time, we do not have an active, internally certified CLASS observer available to conduct observations within the current program year. Although internal certification is scheduled for March, this timeline does not align with the completion requirements for the current CLASS cycle. Contracting with an external, certified observer ensures compliance with CSPP quality requirements, maintains the integrity and objectivity of the observation process, and mitigates concerns related to staff observing colleagues or individuals within direct supervisory structures.

Procurement will be conducted in accordance with Public Contract Code requirements applicable to LEAs, including required bidding or quotation thresholds for professional services. No services will be paid in advance, and costs will be charged only in the fiscal year in which services are rendered.

Respectfully,

A handwritten signature in black ink, appearing to read 'JP', with a stylized flourish at the end.

Jennifer Pare

RCSD CSPP Program Director

Awindo Consulting
Post Office Box 1399
Greenfield, California 93927
831.776.7518

Budget Proposal #7540
DATE December 11, 2025

gelacio@awindoconsulting.com

Scope of Work (SOW)

Awindo Consulting (“Contractor”) & Redwood City School District (“District”)

January 2026 – June 2026

Prepared for:

Jennifer Pare
Director, Child Development Program
Redwood City School District
750 Bradford St.
Redwood City, CA 94063S

Project Summary

Awindo Consulting will partner with the Redwood City School District to conduct high-quality Classroom Assessment Scoring System (CLASS) ® assessments, provide leadership-focused Technical Assistance, and deliver coaching sessions to strengthen instruction and educator-child interactions across Pre-K through 3rd-grade classrooms. Assessments will be conducted during February and March 2026, followed by additional support services through May 30, 2026. This agreement outlines Options A–D, deliverables, timelines, responsibilities, and fees.

SECTION 1 — Timeline

- CLASS Assessments conducted February–March 2026.
- Additional services under Options B–D will be provided post-assessment through May 30, 2026.
- Bilingual assessment reports delivered within one month.

SECTION 2 — OPTION A — CLASS Assessment Services

1. CLASS Pre-K–3rd Assessments

- Seven (7) assessments @ \$950 each → \$6,650

2. CLASS Environment (Pre-K–K) Assessments

- Seven (7) assessments @ \$250 each → \$1,750

3. Deliverables

- Bilingual CLASS reports
- Delivered within one (1) month
- Optional virtual debrief
- Clarification of findings
- Appeals review support

4. Requirements

- Conducted by a **CLASS-reliable assessor**
- Proof of reliability provided
- Meets expectations aligned with MB 23-10

Total Cost for Option A: \$8,400



SECTION 3 — OPTION B — Technical Assistance (TA)

In addition to Option A:

1. Technical Assistance (4 Hours Included)

Provided to the **Program Director and/or Leadership Team.**

TA may include:

- CLASS data review and interpretation
- Program-wide improvement strategy planning
- Educator development planning
- Leadership decision-making support
- Appeals guidance

- Virtual delivery (Zoom, phone, email)

Rate

- \$175/hr
- 4 hours included (\$700 value)

Additional TA Hours

- \$175/hr (virtual; limited in-person availability)

Total Cost for Option B: \$9,100

SECTION 4 — OPTION C — Coaching Sessions

In addition to Option A:

1. Coaching Sessions (per classroom)

Each assessed classroom receives:

- One (1) in-person coaching session (2 hours) — \$250
- One (1) virtual coaching session (2 hours) — \$200

2. Focus Areas

- Understanding CLASS data
- Improving educator–child interaction quality
- Applying CLASS-aligned strategies
- Instructional planning
- Educator action planning

3. Total Coaching Costs

- In-person: $14 \times \$250 = \$3,500$
- Virtual: $14 \times \$200 = \$2,800$
- Total Coaching Cost = \$6,300

Total Cost for Option C: \$14,700

SECTION 5 — OPTION D — À La Carte Services

Additional assessments, TA, coaching sessions, and virtual debrief meetings available.

1. Additional CLASS Assessments

- Pre-K–3rd — \$950
- Environment — \$250
Includes bilingual report, clarifications, and appeals support.

2. Additional Technical Assistance

- \$175/hr for **Director/Leadership Team**
- Virtual; limited in-person availability

3. Additional Coaching Sessions

- In-person — \$250
- Virtual — \$200

4. Additional Debrief or Review Meetings

- Virtual only
- \$175/hr

SECTION 6 — TERM AND TERMINATION

Agreement remains effective until all selected services are completed.

Either party may terminate with written notice; District will compensate for completed work.

SECTION 7 — INDEMNIFICATION

Each party indemnifies the other for claims arising from its own negligence.

SECTION 8 — INDEPENDENT CONTRACTOR STATUS

Consultant is an independent contractor and is responsible for taxes and obligations.

SECTION 9 — ENTIRE AGREEMENT

This Agreement constitutes the entire understanding of the parties regarding Options A–D.

No amendments are valid unless in writing and signed by both parties.

SIGNATURES

Awindo Consulting
Post Office Box 1399
Greenfield, California 93927
Authorized Signer: Gelacio Gonzalez, Owner
Signature: _____
Date: _____

Redwood City School District
750 Bradford St.
Redwood City, CA 94063
Name: _____
Title: _____
Signature: _____
Date: _____

APPENDIX A — QUICK REFERENCE TABLE (Options A–D)

Component	Option A	Option B	Option C	Option D
Assessments	14 total	Same as A	Same as A	Additional available
Assessment Rates	\$950 / \$250	Same	Same	Same
Assessment Cost	\$8,400	\$8,400	\$8,400	Varies
Reports	Included	Included	Included	Included
Clarification & Appeals	Included	Included	Included	Included
Technical Assistance	—	4 hrs (Director/Leadership)	—	\$175/hr (Director/Leadership)
Coaching Sessions	—	—	2 per classroom	Add-on
Total Coaching Cost	—	—	\$6,300	Varies
Total Agreement Amount	\$8,400	\$9,100	\$14,700	Varies