

**Scope of Work for BUSD Contract with Karen M Kong**  
**for Vaping Prevention Services**

**TUPE GEMS Grant Period August 2020 - June 2023**

**Contractor will provide:**

1. Needs Assessment; Year 1
2. Needs Assessment Focus Groups; Year 1
3. Cessation Classes; All 3 Years; two cessation classes in Spring 2021, four in year 2, and four in the 2022-2023 school year.
4. General Prevention; CATCH My Breath curriculum; Year 2/3; 6<sup>th</sup> graders and 10<sup>th</sup> graders
5. Intervention; Teen Intervene curriculum; Year 2/3; Bishop High and Middle School students at the county community school, the Juvenile Court school, independent study students as well as the students already sent to their individual school's community day school (CDS) program.
6. Intervention; Review and Update District Policy; Year 1
7. Youth Group; All 3 Years; recruit members, establish group, and conduct groups meetings
8. Parent Education Nights; Year 2/3; Twice annually
9. Native American Education Nights; Year 2/3; Two or three times annually
10. Community Education Presentations; Year 2/3; Four or five annually
11. Hispanic Parent/Family Educational Presentations; Year 2/3; Twice Annually
12. Parent Education Nights for Parents/Families of Non-traditional students; Year 2/3; Once annually
13. Vaping 101 Staff Development; Year 2/3; Five to eight annually with various staff groups at all school sites
14. Administrative Educational Sessions; Year 2/3; Twice Annually
15. Brain Development Workshop; Year 2/3; Twice Annually
16. Interagency Collaborative Group; All three Years; recruit members, establish group, and conduct group meetings
17. Tobacco-Free School Policy; All three Years; Keep policy up to date with State. Implementation of policy and signage
18. California Healthy Kids Survey; All three Years; Register and conduct CHKS with all required grades. BUSD to pay for WestEd/CHKS reports and student fees. (Already in budget)
19. State Reports; All three years; Fulfill all State requirements in Scope of Work and report out to State and BUSD Board. BUSD staff responsible for fiscal reports to State

20. Evaluation; All three years; Fulfill evaluation requirements in evaluation section of Scope of Work and report out to State and BUSD Board.
21. Other; All three years; Take care of any modifications or requested changes by BUSD Board, BUSD Superintendent or State.
22. Invoice BUSD over 3 years, not to exceed \$18,432.00.

**Contractor requests the following from BUSD:**

1. bishopschools.org email address to utilize for this grant period. 2020-2023
2. Provide presentations to BUSD Board occasionally to update on grant status.
3. Help if necessary with access to schools, students, facilities, and administration
4. Use of classrooms for cessation classes during after school hours.
5. Use of Facility for parent meetings
6. Use of BUSD Zoom or Google Meet account for educational sessions if distance learning and social distancing in place.
7. Use of printer, copier, and scanner at school sites or district office
8. Payment within no more than 60 days from date of invoice.

  
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Katie Kolker, BUSD Superintendent

7/27/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen Kong, Service Provider

\_\_\_\_\_  
Date

Board Approved on: \_\_\_\_\_