

DIEGO HILLS CENTRAL PUBLIC CHARTER SCHOOL

**CONTRACTS WITH VENDORS FOR EDUCATIONAL ENRICHMENT
SERVICES OR ACTIVITIES POLICY**

The Board of Directors of Diego Hills Public Charter School (“Charter School”) adopts this policy and procedures to use in evaluating contracts with vendors that will provide educational enrichment services or activities to ensure educational value, pupil safety, and fiscal reasonableness. The Charter School shall adhere to the following procedures for evaluating, creating, and approving any such contract:

1. Ensure a reasonable market value for the service provided.
2. Require all vendors to provide proof of valid and appropriate insurance, business licenses, or other certification.
3. Require all vendor personnel responsible for supervising pupils to provide a valid criminal record summary, as described in Education Code section 45125.1.
4. Require all vendors to have policies and procedures related to pupil and site safety, emergency response, and accident reporting that are reasonable for the instruction or activity.
5. Require all vendors to provide evidence of qualification and expertise for the activities or instruction to be provided.
6. Require written notice by the Charter School to the Dehesa Elementary School District (“District”) of any related party or third party relationships between the Charter School and any employee, officer, board member, or representative of the vendor.
7. Require TB testing for any vendor who will come into direct contact with students.
8. Require a specific plan for ensuring appropriate supervision of minor students who participate in vendor activities without a Charter School teacher or parent present, and, to the extent vendors are providing direct instruction to students, ensure that such vendors meet the same credentialing requirements as teachers employed by the Charter School.
9. Specify the exact services that will be provided and the associated costs, the term of the contract, and how the Charter School will monitor the vendor to ensure quality of services rendered.

The Charter School shall not pay any vendor for educational enrichment services unless and until all requirements set forth above have been met.

The Charter School shall provide the District with a copy of its contract with any vendors that will provide educational or instructional services, enrichment activities, or tutoring to Charter School students. Should the Charter School and a vendor revise or enter into a new contract, the Charter School shall provide the revised or new contract to the District upon execution/approval.