

# PURCHASE ORDER CHANGE FORM

Purchasing Department

\*\*\*\*\*THIS FORM TO BE SENT TO THE FISCAL SERVICES DEPARTMENT\*\*\*\*\*

(Fiscal will forward to Purchasing after they approve the changes)

DATE: 9/28/2022

REQUESTOR NAME: Tiffany Jones EXT. # x4037 EMAIL: jonest @MDUSD.ORG

SITE: Special Education PO#: 231104 VENDOR NAME: The Stepping Stones Group

CIRCLE SELECTION APPROPRIATELY: **Cancel PO**      **Change PO (fill out applicable areas below)**

**REQUIRED FIELD-Reason for Change:** Increase per contract amendment #1

Board approved 9/28/2022 #15.20



**Add or Delete Line Item(s)**

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
2	Add	1 LOT	Same as line 1	\$ 110,000.00	01.6500.5760.1180.12190.000. 702.005.5100
3	Add	1 LOT	Same as line 1	\$ 95,000.00	01.6500.5760.1180.16610.000. 702.005.5100



**Change of Budget Code ONLY**

Line Item	Change From:	Change To:	Amount
			\$
			\$



**Change Line Item (list reason for change above)**

Line Item	Quantity	New Quantity (if applies)	Description of change	Price	Budget Code to be Charged:
1	1 LOT	N/A	Increase	\$ 1,000.00	01.6500.5760.1180.12190.000. 702.005.5880
<u>4</u>	ADD	1 LOT	Same as line 1	\$ 70,000.00	01.0000.0000.3140.50410.000. 517.017.5100

SITE/Department Head Approval <u>[Signature]</u> Date: <u>10/4/22</u>	<b>ADJUSTED PO Grand Total</b>  <b>\$ 300,000.00</b>
Budget Administrator Approval <u>[Signature]</u> Date: <u>9.30.22</u>	
Fiscal Approval <u>[Signature]</u> Date: <u>9/28/22</u>	

Purchase Order # 231104



Mt. Diablo Unified School District  
1936 Carlotta Drive  
Concord, CA 94519

Amendment No. 1 to

- Independent Service Contract
- Master Contract

This Amendment is entered into between the Mt. Diablo Unified School District (MDUSD) and The Stepping Stones Group (CONTRACTOR). MDUSD entered into an Agreement with CONTRACTOR for professional services on July 1, 20 22 and the parties agree to amend that Agreement as follows.

1. **Services:** (Check and complete ONE of the options below).

- CONTRACTOR agrees to provide the following amended services. (Provide full description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary).  
Add service: Behavior Technician \$56.00 per hour

- The scope of work is attached as Exhibit A (incorporated by reference to the extent that it is subordinate to and not inconsistent with this Agreement).
- The scope of work is unchanged.

2. **Terms:** (Check and complete ONE of the options below).

- The contract term is extended by an additional \_\_\_\_\_ (days/weeks/months), and the amended expiration date is \_\_\_\_\_, 20\_\_\_\_.
- The contract term is unchanged.

3. **Compensation:** (Check and complete ONE of the options below. This provision may only be changed if there is also a change to the above Services OR Terms of the Contract).

- The rate is amended by an  increase of  decrease of \$ \_\_\_\_\_ for \_\_\_\_\_ type of service
- The contract amount is amended by an  increase of  decrease of \$ 276,000.00 to original contract amount.

The amended contract  amount  rate is now \$ 300,000.00

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:** This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase/Decrease
			\$
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Superintendent (or his designee).

Mt. Diablo USD

By: [Signature]  
Budget Administrator/Principal

Date: \_\_\_\_\_

Mt. Diablo USD

By: [Signature]  
Superintendent or Designee

Date: 9.30.22

Contractor

By: [Signature]  
The Stepping Stones Group

Date: 9/16/22

Board Approval (if needed)

Docket Number: 15.20  
Agenda Item Number

Date: 9/28/22



# Mt. Diablo Unified School District Governing Board

## REVIEW AGENDA ITEM

Agenda
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15.20 Review and Potential Approval of the 2022-: ▾
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**Meeting Date:** 9/28/2022 - 6:00 PM

**Category:** Special Education

**Type:** Action

**Subject:** 15.20 Review and Potential Approval of the 2022-2023 Contract Amendment between Mt. Diablo Unified School District and The Stepping Stones Group

**LCAP (Local Control Accountability Plan) Goal:** Goal 1: All students will receive a high quality education in a safe and welcoming environment with equitable and high expectations, access to technology, and instruction in the California State Standards that prepare them for college and/or career.

**Policy:**

**Enclosure** Master Contract, Insurance and Amendment #1

- File Attachment:**
- Stepping Stones - 2022-23 Master Contract - Final.pdf
  - Stepping Stones - Amendment 1 - Vendor Signed.pdf
  - Stepping Stones - Insurance 2023-05-21.pdf

**Summary:** The Stepping Stones Group is a non-public agency (NPA) that provides speech and language pathologist, registered behavior technicians, behavior therapists, licensed vocational nurses, health aides, and paraprofessionals for school-based services that are identified on Individual Education Plans (IEP's) and 504 Plans. When Mt. Diablo Unified School District is not able to fill all open positions with district employees, the use of contract agencies is necessary to ensure that we are in compliance with state and federal law that governs special education. The Stepping Stones Group is a company that is utilized to provide these services to ensure that all of our needed services are covered for the 2022-2023 school year. Mt. Diablo Unified School District Human Resources, Student Services and Special Education continues to recruit and hire district employees.

**Funding:** Funding: 12190 Special Education Speech/Audiology, 16610 Special Education Nonpublic Agency, 50410 Student Services - Services for Section 504 Student

**Fiscal Impact :** Increase of \$276,000.00, to make the total contract \$300,000.00. This amount is already included in the approved budget for the 2022-2023 school year.

**Recommendation:** Move to approve the contract increase of \$276,000.00 between Mt. Diablo Unified School District The Stepping Stones Group

**Approvals:**

**Recommended By:**

**Signed By:** *Signature*  
Amy Sudrla - Special Education Administrator

**Signed By:** *Signature*  
Felicia Stuckey-Smith - Director Student Services

**Signed By:** *Signature*  
Wendi Aghily - Chief, Pupil Services and Special Education

**Signed By:** *Signature*  
Elizabeth McClanahan - Director of Purchasing and Warehouse

**Signed By:** *Signature*

Mika Arbelbide - Director of Fiscal Services

**Signed By:** *Signature*

Cesar Alvarado - General Counsel

**Signed By:** *Signature*

Dr. Adam Clark - Superintendent

**Vote Results:**

**Original Motion**

Member **Keisha Nzewi** Moved, Member **Cherise Khaund** seconded to approve the **Original** motion 'Move to approve the contract increase of \$276,000.00 between Mt. Diablo Unified School District The Stepping Stones Group'. Upon a Roll-Call Vote being taken, the vote was: Aye: **5** Nay: **0**.

The motion **Carried 5 - 0**

Linda Mayo	Yes
Debra Mason	Yes
Cherise Khaund	Yes
Keisha Nzewi	Yes
Erin McFerrin	Yes

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