

July 23, 2019

To Whom It May Concern:

Valdez Educational Services provided after-school tutoring services to students in foster care and homeless situations in the San Bernardino City Unified School District. The program was initiated in December 2018 and ran until the end of June 2019. Services were provided as agreed and the team went beyond expectations to provide students with high quality services.

The staff that provided services to our students was professional, friendly, and diligent. Before they were placed with students, the Valdez staff attended a training that provided them with insight and an understanding of the trauma and obstacles our student population encounters. Caseworkers from my department and Valdez administrators conducted the joint tutor training to ensure tutors understood the unique challenges that the student population can face. Tutors worked closely with students to ensure homework assignments were being completed and that students were prepared for class.

Student progress was reported via a daily tutoring log that was completed after each session. The log was maintained on Google Docs and was shared with classroom teachers, administrators, and district staff. Valdez established and maintained a clear line of communication with all stakeholders. Students reported back that they liked working with the tutors and that they helped them to do better in school. Parents and classroom teachers noted student improvement and administrators expressed satisfaction with the program.

The Valdez team was focused on our school goals and once expectations were set needed little additional direction. Valdez Educational Services will continue working with our students during the 2019-2020 school year.

Should you have further questions, I would be happy to talk with you about our experience.

Respectfully,



Angela Urquidies

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#### STUDENT SERVICES

Specialized Programs ~ ANGELA URQUIDIES, Director

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