

AMENDMENT TO MASTER TUTORING SERVICES AGREEMENT
& EXHIBIT A STATEMENT OF WORK

This **AMENDMENT TO MASTER TUTORING SERVICES AGREEMENT** and **EXHIBIT A STATEMENT OF WORK** (this “**Amendment**”) is entered into by and between HeyTutor Inc., a California corporation (the “**Company**,” “**Contractor**” or “**HeyTutor**”) and Accelerated Schools, a California charter school (the “**District**”) (collectively, “**Parties**”) on this 3rd day of November 2025. The Master Tutoring Services Agreement and Exhibit A Statement of Work (the “**Agreement**”) were originally executed by the Parties on the 4th of August 2025.

The Agreement is amended as follows:

- (1) Section 5 of the Statement of Work is amended to revise the number of staff, schedule, and deliverables as follows:
- HeyTutor will provide 1 in-person staff member beginning January, 2026
 - The role will work 40 hours per week
 - Schedule: Monday-Friday: 9:30am-6:00pm
 - The role will be titled ELO Clerk and include the duties outlined in Exhibit A
- (2) District will issue an additional purchase order in the amount of \$50,800 as outlined in Exhibit B

The above-listed changes are the only changes to the original Master Tutoring Services Agreement and Exhibit A Statement of Work. The remainder of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment as of the date first above written.

COMPANY: HEYTUTOR INC.	DISTRICT: The Accelerated Schools
By: _____ Name: Jennifer Sheffield Title: CEO Address for Notices:	By: <u>Dorothy Lee</u> Name: <u>Dorothy Lee</u> Title: <u>CFO</u> Address for Notices:
21700 Oxnard Street, Suite 1540 Woodland Hills, CA 91367	<u>4000 S Main St</u> <u>Los Angeles, CA 90037</u>
Date Executed:	Date Executed: 12/30/2025

EXHIBIT A

Scope of Work and Deliverables

Administrative and Clerical (30%)

- Provide clerical and reception services for the Expanded Learning Opportunity Program (ELOP), including answering phones, greeting visitors, and directing inquiries.
- Provide general administrative and clerical support to office/program operations (e.g., filing, data entry, document audits) to ensure smooth daily workflows
- Collect, review, and file ELOP applications, student rosters, and attendance records.
- Support preparation of program materials, including flyers, bulletins, newsletters, and parent communications.
- Maintain accurate and organized program records including student enrollment, attendance logs, and sign-in/out sheets.
- Assist in tracking student performance, documentation, and staff activity logs.
- Support with recruitment of all ELOP including; Athletics, Before/After School Intervention, Saturday school, and 30 day programs
- Collaborate with school office managers and ELOP coordinator with recruitment of chronic absenteeism and credit recovery students for our 30 day ELOP program and Independent Study program

Operational and Compliance (25%)

- Assist with the preparation and submission of purchase orders and expense records aligned with ELOP program operations.
- Monitor supply inventories for ELOP activities and support ordering of materials as directed.
- Provide logistical and clerical support for Athletics, Before/After School Intervention, Saturday school, and 30 day programs
- Review compliance documents (registration forms, attendance, field trip forms, student contracts) for completeness and accurate signatures/ink requirements;
- Cross-reference daily sign-in/sign-out sheets with electronic attendance and update daily attendance trackers
- When requested by manager, facilitate students taking and completing baseline and summative assessments;

Case Management and Tutoring (20%)

- During sports seasons, support student-athlete case management (grade checks, to-do lists, tracking progress/eligibility)
- Help research/create a simple case management system to prep for upcoming seasons (to-do lists, grade reviews, reminders)
- Collaborate with teachers, coaches, dean, and ELOP coordinator to help identify students academic needs and provide resources for students (resources include; before-after school grade level tutoring)

- Monitoring computer lab and assist student login into iReady system in order to complete i-Ready/MyPath Math/Reading Assignments
- Working with groups of students (without the support of a teacher or school site staff) provide homework support and assignment completion

Communication and Customer Service (10%)

- Serve as a liaison between families and ELOP staff by responding to parent inquiries and ensuring clear communication regarding pick-up, schedule, and program policies.
- Notify ELOP Coordinator of any urgent parent, student, or staff concerns in order to address concerns in a timely manner.
- Coordinate scheduling of parent meetings, ELOP training, and other events.
- Maintain and update calendars, announcements, and staff communications for ELOP activities.
- Notify ELOP coordinator of any urgent school administrator, teachers, school staff concerns in order to address concerns in a timely manner
- Support ELOP coordinator in addressing concerns and follow up as directed

Student Safety and Supervision (5%)

- Assist 1st-12th grade students transition to after-school program (e.g., ARC/MPR) and end-of-practice dismissal flow (as needed)
- Support 1st-12th grade student supervision across classrooms, hallways, dismissal/breezeway, field trips, practices, games (game days) and overflow areas and help with campus sweeps to ensure students transition to the correct areas (as needed)
- communicate all clear of hallways on walkies to administrative team

Other (10%)

- Daily clocking in and out of Deputy for shifts;
- Support the Director of Operations and ELOP Coordinator with additional clerical duties, data entry, and compliance documentation as needed.
- Support with any other duties that may be required by the Company, your manager and/or the School Site.

EXHIBIT B

Quote:

HeyTutor is pleased to present the following quote for an in-person ELO clerk. Please let me know if you have any questions on the summary table or program scope assumptions. I look forward to continuing our partnership.

Tutors	1
Hours per tutor per week	40
Weeks per school year	25
Bill rate	\$50
Training	\$800
Total Quote	\$50,800.00