

## Introduction REVISED 9/20/11

**SES Providers:** Welcome to the Kennewick School District. You are here to provide tutoring to children who are currently attending Title I schools who have not met AYP for three or more consecutive years. Students must also qualify by participating in the Free/Reduced Lunch Program.

The following schools are SES eligible for the 2011-12 school-year:

<b>Amistad Elementary School :</b>	<b>930 W. 4<sup>th</sup> Ave.</b>	<b>222-5100</b>
<b>Eastgate Elementary School :</b>	<b>910 E. 10<sup>th</sup> Ave.</b>	<b>222-5400</b>
<b>Edison Elementary School :</b>	<b>201 S. Dawes</b>	<b>222-5500</b>
<b>Westgate elementary School :</b>	<b>2514 W. 4<sup>th</sup> Ave.</b>	<b>222-6300</b>
<b>Park Middle School :</b>	<b>1011 W. 10<sup>th</sup> Ave.</b>	<b>222-6900</b>

During the 2011-2012 school-year, there may be two open enrollment periods: **October 10-28, 2011** and, **if there are unfilled slots available from the first window enrollment, December 12-30 2012**. Enrollment forms will be processed at the end of the enrollment period. Contracts will be sent out after the forms have been processed. No student lists or provider contracts will be prepared or sent out before the end of the open enrollment period. The anticipated start date for SES services is January 17, 2012.

**\*\* EZSES -** All enrollment, learning plans, progress reports and invoices for SES will be processed electronically via **EZSES**. The KSD will provide a **FREE** training on the use of EZSES for all SES providers.

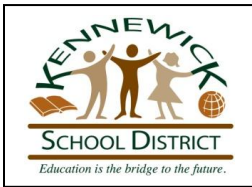
The EZSES training will be conducted on Thursday, Sept. 22<sup>nd</sup> from 1:00-2:30 at the KSD administrative Center, 1000 W. 4<sup>th</sup> Ave., Kennewick, WA 99336.

The following important forms are included in this handbook for your reference:

- Sample letter sent with provider contracts.
- Invitation to the provider fair on **Tuesday, October 11, 2011 from 5:30 pm- 7:00 pm at park Middle School.**
- SES enrollment form-designed by the Kennewick School District. Alterations of this form are **not** permitted.
- Sample letter sent to parents confirming enrollment.
- Copy of parent survey for evaluation of SES tutoring
- Sample language from the provider contract.

Please use to this booklet to familiarize yourself with SES in the Kennewick School District. Our goal is to communicate our “clearly articulated strategic plans for administering SES, outreach and communication strategies for both parents and providers, and explicit contracting and recordkeeping procedures” (Creating Strong Supplemental Educational Services Programs, U.S. Department of Education, May 2004, p.6). This will ensure that all SES tutoring runs smoothly, allowing us to focus on the most important thing: **OUR STUDENTS!**

Jack Anderson  
Director of Federal Programs  
222-6582  
[jack.anderson@ksd.org](mailto:jack.anderson@ksd.org)



## SES Timeline 2011-2012

The Kennewick School District complies with federal law, 34 CFR Part 200, to ensure that free tutoring information is available to schools and parents during a minimum of two separate enrollment windows (if the federal spending requirement for SES is not met during the first enrollment period), at separate points during the school year, that are of sufficient length to enable parents of eligible students to make informed decisions about requesting SES and selecting a provider (Section 200.48 paragraph (d)(2)(i)(B)(3)). The following information will be distributed and made available to schools, families, and/or providers during the 2011-2012 school year:

- A letter (with Spanish translation) is sent to all qualified students and their parents in August informing parents that free tutoring will be available at eligible schools for students who qualify.
- The August letter (with translation) will announce that the first open enrollment period will be October 10-28, 2011. An enrollment form, and an invitation to the provider fair on Tuesday, October 11, will also be included with this letter.
- The provider fair will be held on Tuesday, October 11<sup>th</sup>, 2011 from 5:30 pm – 7:00 pm in the Park Middle School Cafeteria.
- All enrollment forms received by the Oct. 28th deadline are processed during November and December.
- The anticipated start date for SES services is January 17, 2011, or sooner.
- 30 days after the contract start date, students without an acceptable learning plan can be enrolled with a different provider.
- 45 days after the contract start date, students who have not received any tutoring can be enrolled with a different provider.
- May 2011, a survey is sent to all parents of SES enrolled students.
- Providers will submit summary data for all students being served by June 8, 2012.
- SES tutoring ends on or before **May 18, 2012**.

### Provider Responsibilities:

All SES functions – enrollment, approved student lists, learning plans, progress reports and invoices will be processed via EZSES. EZSES training will be conducted at the KSD Administrative Center at 1000 W. 4<sup>th</sup> Ave. Kennewick, WA from 1:00-2:30 on Thursday, Sept. 22<sup>nd</sup>, 2012

- The enrollment form included in this provider handbook is designed by the Kennewick School District and alterations of this form are **not** permitted. Providers may copy the form **as-is** for their use.
- All enrollment forms must be filled out completely. Federal law requires that parents be informed that they can choose from **any** provider on the approved list and enrollment forms should state that parents can choose any provider on the approved list.
- In such cases where a student has two enrollment forms submitted to the district, the district will attempt to contact the family to determine the parent's choice of provider. If the district is unable to contact the family, assignment will be made based on the earlier date that parents signed the enrollment form. If both dates are the same, an impartial lottery will be conducted by the Director of Federal Programs.
- Enrollment forms and provider contracts will be processed at the end of the enrollment period. Enrollment forms, student lists, and provider contracts will not be processed at other times.

## **Student Learning Plans:**

**Per the SES Provider contractual agreement, providers will complete a learning plan for each student using EZSES.**

**The Federal Programs Department will review and approve all learning plans. No payment will be made for services provided to students without an approved learning plan on file.**

The SES guidance is clear that specific achievement goals are required as stated in NCLB at 1116(e) (3) (A). Providers also agree via the personal services contract to “serve as consultant and service provider in connection with instructional design and delivery of supplemental instruction.” Providers also affirm via Scope of Services that they have “developed, in collaboration with the Kennewick School District certain unique educational subject matter, systems, designs, organization models, curricula, materials, guidelines, tests, and/or programs.” SES providers are responsible for enabling each student to attain his/her specific goals within an established timeline, and for measuring and reporting student progress towards these goals. SES providers must provide services specifically designed to increase student academic achievement, target specific academic goals, and ensure that students increase their academic achievement.

A learning plan must be completed for each child who receives SES. The plan form must:

1. List the specific, measurable achievement goals for the student.
2. Tell parents how you will measure and inform them of progress.
3. Clarify the timeline for improving the student’s achievement.
4. Record the date/time of phone call, email, dates when voice messages were left, or a parent signature for an in person conversation to verify that you consulted with the parent regarding the student learning plan.
5. As described in the Scope of Services Addendum, learning plans must include student name, ID#, school, address, provider local contact information, location of SES services to be provided, the start and end date for the services, the maximum number of hours of SES tutoring the student will receive, and specific, measurable goals for the student.

Per the contractual agreement, a pretest and post test will be required, and the pretest score and goal for the post test score will be recorded on the student’s learning plan. All learning plan goals will reference the Washington State Standards.

Section 1116 (e)(5)(B) of NCLB requires the Kennewick School District to ensure that the instruction a provider gives and the content a provider uses are of high quality, research-based, and specifically designed to increase the academic achievement of children. **All learning plans must be approved by the Federal Programs Department.**

## **Tutoring Logs:**

A tutoring log is a sign-in sheet that details the dates, times and parent/student signature for each tutoring session. It verifies that the student attended the session. (The Kennewick School District does not pay for scheduled but unattended sessions nor do we pay for travel time to another site regardless of the reason) Providers will only be paid for instructional time. The dates and hours on the tutoring log must match the invoice that is submitted via EZSES.

## **Progress Reports:**

Progress reports will be submitted via EZSES. Providers will provide monthly progress reports to parents. Progress reports will detail the progress that the student has made towards the specific goals in his/her learning plan.

## **How do I get my contract to provide services?**

Contract paperwork is mailed after approved student lists are prepared and verified. Information about required forms is sent with the provider contract. Provider contracts will be processed by the Federal Programs department when **all** of the following have been submitted to the Federal Programs Office:

- Signed personal services contract and scope of services.
- W-9 form
- Debarment Form
- Copy of WA state business license- Out of state SES providers that are internet based (students participate online only, no tutoring is done in Washington) do not need a WA business license. 3

The SES providers that are out of state based but have an office or person in Washington who is administrative or a tutor will need a business license.

- A fingerprint receipt, verifying proper background check fees have been paid, for each tutor who will be tutoring children. (Or a print-out from the OSPI fingerprint database showing FBI clearance date.)
- All contracts require school board approval.

Student Learning Plans will be submitted via EZSES.

No payment will be made for students without an acceptable student learning plan. The specific information required in the learning plan is listed in the scope of service.

Provider contracts are only for SES services, “academic instruction”, and do not include any reimbursable expenses for administrative costs incurred by providers as part of the preparation and administration of their program.

## Approved Student Lists-Enrollment Forms

- Approved student lists are verified and compiled by the Federal Programs Department and included in your contract. Approved student lists do not come from any other department or school site.
- The provider contract states that “in such cases where a student has two enrollment forms submitted to the district, the Federal Programs Department will contact the family to determine the parent’s choice of provider.”
- Providers should not encourage parents to fill out additional forms when parents state they have already chosen a provider.
- Providers should not pre-date forms, change the dates on forms, or write parent signatures/dates themselves.
- Providers are **not** authorized to alter the Kennewick School District enrollment form. Providers are welcome and encourage to use the form **as-is**.

## Invoicing Procedures: How to get paid

Invoices for SES tutoring will be processed by our Federal Programs department when the provider has submitted all the following via EZSES:

1. Acceptable student learning plan with specific, measurable goals for each student.
2. Student attendance.
3. Monthly progress report.
4. Detailed invoice.
5. All invoicing will be submitted through EZSES.

### SUBMIT TO THE SCHOOL DISTRICT:

Submit the following documents in this order:

1. SES registration form.
2. Tutoring log for each student (The Kennewick School District does not pay for scheduled but unattended sessions or travel time to an alternate tutoring site regardless of the reason) one page per student, in the same order that students are listed on the invoice.
4. A copy of the learning plan for each student, in the same order that students are listed on the invoice.
5. Provider tutoring schedule listing locations, days, and times of each scheduled class. (One time submission unless schedule changes.)

Invoices will be approved or rejected based on completion and accuracy. The Kennewick School District may terminate the contract of any provider who violates any provision in the contractual agreement.

## Access to school sites/Rental Procedures/Provider Brochures

1. SES providers may rent space in a school only if space is available. Building rental information can be found at <http://www.ksd.org/default.aspx> Click on “Departments” at the top of the page. Then go to “Facilities and Schedule Rentals”. All the application forms, rules and regulations, and rental rate information can be found on this site.
2. ALL tutors must have fingerprints/background checks on file with the school district. Providers are responsible for this cost.

3. All school visitors are required to report to the main office before entering any area of the buildings. This requirement is posted at every Kennewick School District building.
4. **Providers may not** distribute “kid mail” at school sites. They may not give flyers, advertisements, or enrollment forms to teachers, principals, or schools for distribution.
  - The Kennewick School District will not display or distribute flyers or advertisements for SES providers.
  - Providers are not allowed to hand out flyers or information about their services on any school district properties with the exception of the official vendor fair.

## **Fingerprints**

Please read below carefully. This information is also included with your contract paperwork. When you return your signed contract, include a copy of the receipt for payment of fingerprinting for each of your tutors working with students.

**All persons with regularly scheduled unsupervised access to children, who are working via a Personal Services Contract with the District are required to be fingerprinted per RCW 28A.400.303 and RCW 28A.410.010.**

**Fingerprint receipts must be submitted for every tutor who will work unsupervised with students**

**Contractors need to be fingerprinted PRIOR to beginning work for the District.**

## **Other issues**

### **ENROLLMENT DEADLINES:**

Thank you for understanding that in our large district, it is necessary to establish and adhere to the enrollment deadlines. Unfortunately, it is not possible for us to maintain quality and oversight in the administration of our SES program without specific enrollment deadlines. Enrollment forms, student lists, and contracts will not be processed outside of specified enrollment period timelines. Families, schools, and providers are informed of the enrollment beginning in August, and several times thereafter.

Contact with families and schools after the enrollment period closes should only be made to set up and discuss services, learning plans, and progress, for students who are on your approved list that you receive with your contract.

### **BEGINNING TUTORING:**

All students on a providers approved list will have a learning plan submitted and approved within 30 days of the contract start date or the students can be assigned to a different provider. Services will begin within 45 days of the contract start date or the student can be assigned to a different provider.

Providers should contact families and set up pretests, learning plans, and tutoring schedules as soon as they receive their list via EZSES. Providers can bill for services that are preformed within the dates and scope of the contract.

If there is difficulty contacting a family on an approved list, notify us immediately so that we may verify correct contact information. The Federal Programs team looks forward to seeing the results that you are able to achieve as you work with our students!

**Does your child need help in reading or math?  
Come learn about**

**FREE TUTORING FOR YOUR CHILD**



**Invites You**

**When: Tuesday, October 11<sup>th</sup>, 2011**

**Time: 5:30-7:00pm**

**Where: Park Middle School Cafeteria**

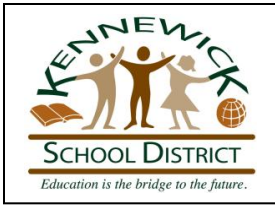
**1011 W. 10<sup>th</sup> Ave.  
Kennewick, WA 99336**

**Students who receive free or reduced lunch can also receive free tutoring!**

**Tutoring providers from the community will be available to tell you about their programs.**

**COME AND REGISTER YOUR CHILD!**

- **Don't wait! The deadline to sign up is October 28, 2011!**
- **Questions? Please contact your child's school or call 222-6582**  
**All forms must be received by October 28th.**



**Kennewick School District  
2011-2012 APPLICATION  
FOR FREE SUPPLEMENTAL TUTORING (SES)**

Supplemental Educational Services Enrollment Form

To be used for parental choice of Supplemental Service Provider at schools in the school improvement for two or more years. Your family must meet the income limits under the law. **You must qualify for Free or Reduced lunch services. You may choose any SES provider on the state's approved provider list.** <http://www.k12.wa.us/Title/Title/SES-Provider.aspx>

**\*Please Print**

**What School is your child attending?** (Amistad, Eastgate, Edison, Westgate, Park Middle School)

Name of school: \_\_\_\_\_

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Choose an SES Provider:**

Name of Provider: \_\_\_\_\_

A list of providers can be obtained from your child's principal, the KSD, or on the OSPI web site: <http://www.k12.wa.us/Title/Title/SES-Provider.aspx>

Contact Providers for more information about their services, If sufficient funds are not available to serve all eligible students, the district must give priority to the lowest achieving eligible students. Questions? Email: [jack.anderson@ksd.org](mailto:jack.anderson@ksd.org); Phone: 222-6582

Subject Area for Tutoring: (Math or Reading) \_\_\_\_\_

**Parent Signature:** My signature below indicates that :

- I have chosen a provider that best meets the individual needs of my child.
- I am responsible for all transportation to and from tutoring.
- Give permission to the KSD and the provider I have selected to exchange academic and directory information.
- I will Submit this form to the KSD SES Services 1000 W. 4<sup>th</sup> Ave, Kennewick, WA 99336 no later than October 28, 2011

Parent/Guardians Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## SAMPLE LEARNING PLAN FORM (that you will complete using EZSES)

**Student Name:** \_\_\_\_\_ **ID#** \_\_\_\_\_ **School:** \_\_\_\_\_

**Parent(s) or Guardian(s) Name:** \_\_\_\_\_

**Address (including zip code):** \_\_\_\_\_ **Tel. #:** \_\_\_\_\_

**Provider:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Tel. #:** \_\_\_\_\_

**District Contact Person:** Jack Anderson **Address:** 1000 W. 4<sup>th</sup> Ave. Kennewick, WA 99336

**Tel. #:** 509-222-6582

### 1. STUDENT'S INDIVIDUAL GOALS

Based on an evaluation of the student's academic achievement, district, provider, and parent have set the following goals for the student:

In the area of \_\_\_\_\_:

CHOOSE WASHINGTON STATE STANDARDS FOR EACH ACADEMIC AREA. LIST STATE STANDARDS HERE:

### 2. PERFORMANCE MEASURES FOR MEETING GOALS

Provider will measure the student's progress in meeting the goals stated above as follows:

Name of pretest and post-test

assessment: \_\_\_\_\_ Publisher: \_\_\_\_\_

Pre-test Score: \_\_\_\_\_ Post-test Goal Score \_\_\_\_\_

Subject Area: \_\_\_\_\_

-----'s progress will be tracked every time he/she attends tutoring. We will measure progress by reviewing performance on assignments while at the tutoring center.

### 3. TIMELINE FOR IMPROVING ACHIEVEMENT

**Maximum # of tutoring hours:** \_\_\_\_\_

District, provider, and parent have set the following timeline for improving the student's achievement: The students will receive \_\_\_\_\_ hours of tutoring and will complete his program in \_\_\_\_\_ weeks. By the end of \_\_\_\_\_ weeks, we expect student will have met the goals set forth above.

### 4. DESCRIPTION OF SERVICES

Provider will give the student the following supplemental educational services at the following location(s), dates, and times:

Location of Services: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Days of Week: \_\_\_\_\_ Times: \_\_\_\_\_

### 5. COMMUNICATION WITH PARENTS & DISTRICT

Provider will inform parents and district staff about the student's progress by written report on a monthly basis. We will also contact the teacher to discuss the goals and progress.

### 6. CONFIDENTIALITY

Provider will not publicly disclose the student's identity without the written permission of the parent(s) or guardian(s).

### 7. SIGNATURES

We hereby certify that we have read and understood this Supplemental Educational Services Statement of Goals.

**Provider Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

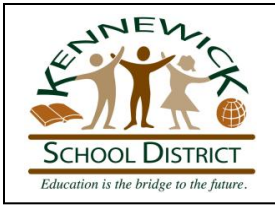
Printed Name: \_\_\_\_\_

## **Measurable Goals for Student Learning Plans**

Federal Law Title 1, Part A, 34 CFR Part 200.47 requires the Kennewick School District to ensure that the instruction a provider gives, and the content a provider uses are of high quality, research-based, and specifically designed to increase the academic achievement of eligible children [section 1116 (e)(5)(B)]. The contractual agreement for SES providers requires “an acceptable student learning plan for each student which includes student name, ID#, school, address, provider local contact information, location of services to be provided, the specific start and end date for the services, the days of the week and times of the tutoring sessions, the maximum number of hours of tutoring the student will receive, specific, measurable goals for the student that reference the Washington State Standards, and pretest and post-test information. Each learning plan will include the name of the pre/post-test, the pre-test score, and the goal score for the post-test. OSPI, and not the district, approve all providers and determine annually if a provider has demonstrated adequate student progress.

You will write a learning plan for each student on EZSES, the software will allow you to choose specific Washington State Standards for your student goals. You must still input the specific data for the pretest and post-test goal score.





## Federal Programs

Jack Anderson - Federal Programs Director  
Maria Henrickson - Bilingual Coordinator  
ECEAP – 222.5027

November/December 2011

SES Provider

Name of provider: \_\_\_\_\_

Dear SES Provider,

Please read the contract, including the Scope of Services Addendum, carefully. Also, all tutors employed by you to deliver SES tutoring must have a completed background check/finger print receipt on file with our Federal Programs Department. You can access your approved student list via the EZSES software system. In addition to free training that was held for all providers on (TBA), a user manual for EXSES is included in this packet of information.

User name/password: \_\_\_\_\_

The following documents are included with this letter:

- Personal Services Contract including Scope of Services
- W-9 tax form
- Debarment form
- Kennewick School District fingerprinting procedures
- KSD SES Registration Form.
- A tutoring log form for verification of student attendance at tutoring sessions.
- A Sample Student Learning Plan form.

**Please review, sign, and/or return the following documents to our office:**

- Personal Services Contract
- W-9 tax form
- Debarment form
- A copy of your Washington state business license
- A fingerprint receipt for each tutor who will work with students-must have **FBI clearance** before tutoring begins. Washington State Patrol background checks are **NOT** sufficient.
- A student learning plan form for each student receiving SES tutoring. Complete and submit learning plans **online via EZSES**. After the learning plan is approved, submit the signature page of the signed original to our office.

**The following documents must be included with your monthly invoices:**

- Original tutoring log – The Kennewick School District does not pay for unattended sessions or travel time to a tutoring site regardless of the reason. The tutoring log lists the dates and times of tutoring and includes the student or parent signature. One page per student, in alphabetical order by how students are listed on the invoice, **submitted directly to the Federal Programs Department**.
- Detailed invoice – **submitted via EZSES**.  
Monthly progress report for each student **submitted via EZSES**.

- Provider service schedule listing locations, days, and times of tutoring sessions/classes. (One time submission unless schedule changes.)
- The contract paperwork and monthly invoices can be sent to:

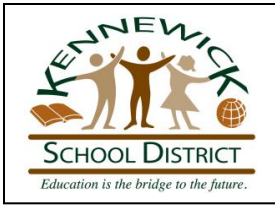
Kennewick School District  
Federal Programs  
Attn: Anita Cummings  
1000 W. 4<sup>th</sup> Ave  
Kennewick, WA 99336

*The contract has specific monetary and time frames, please do not exceed these parameters without receiving a contract modification from our office. **Please note:** the Revised Code of Washington specifies that payment not occur until services are rendered (42.24.080). Thus, **please ensure all invoices are for services that have already been provided.***

Contracts and invoices cannot be processed until all required items have been submitted. In the event that all required contract paperwork and documents are not returned to our office within 30 days, **the contract will be considered void** and students on the provider's approved list will be enrolled with a different provider of the parent/guardian's choice.

Sincerely,

Jack Anderson  
Director of Federal Programs  
Kennewick School District



Date

Parent/Guardian Name

Address

City, St Zip

Dear Parents/Guardians,

We have processed your request for free tutoring. **Congratulations!**

The Kennewick School District is committed to providing an excellent education for every student.

Your child will be receiving free Supplemental Educational Services (SES) from:

**Provider**

**Address**

**Phone and Email**

The provider should contact you within 30 days to discuss your student's academic needs and to arrange tutoring.

Your tutoring provider is required to:

- Target their services to your student's academic areas of need, using specific, measurable goals.
- Use instructional strategies that are high quality, based on research, and designed to increase student academic

achievement.

- Give you information at least monthly about your student's progress towards the measurable goals.
- Show that your student has made progress by the end of tutoring.

If you do not hear from the provider or have concerns about the tutoring your child is receiving, please call the school district immediately at (509) 222-6582.

Later in the year, you will receive a survey so that you can tell us about the quality of the tutoring your child received from this tutoring provider.

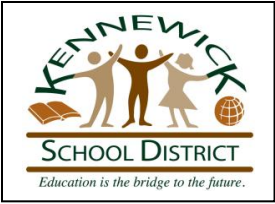
**Important Reminders:**

- These tutoring services will be provided outside the regular school day.
- Please make sure your student regularly attends the program.
- Transportation to and from the provider's location are your responsibility.
- The district will pay up to the specified per student amount for SES for the 2011-2012 school year to the provider you selected.

Sincerely,

Jack Anderson

Director of Federal Programs



## SES Free Tutoring Survey

**We want to hear from you!**

The Federal Programs Office for the Kennewick School District is interested in hearing from you about your experience with Supplemental Educational Services (SES) free tutoring.

Please rate the performance of your SES tutor and this department for the 2011-2012 school year.

Circle “yes” or “no” for each item.

Return this survey in the pre-addressed, stamped envelope provided by May 31, 2012.

**The Supplemental Educational Services (SES) Tutor:**

- |                                                                                                                    |     |    |
|--------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Involved me in the development of the Student Learning Plan and academic goals.                                 | YES | NO |
| 2. Reported my child’s progress in an easy-to-understand manner                                                    | YES | NO |
| 3. Used the tutoring sessions to develop skills in need of improvement as identified in the Student Learning Plan. | YES | NO |
| 4. Helped my child by providing academic improvement that met my expectations.                                     | YES | NO |
| 5. Used instruction that helped my child do better in school.                                                      | YES | NO |
| 7. Maintained a safe environment for my child to learn.                                                            | YES | NO |
| 8. I would use this tutor again for my child .                                                                     | YES | NO |

**The KSD Federal Programs Office:**

- |                                                                             |     |    |
|-----------------------------------------------------------------------------|-----|----|
| 9. Provided the necessary information to help me select a provider.         | YES | NO |
| 10. Successfully arranged for SES services for my child.                    | YES | NO |
| 11. Answered concerns and correspondence completely and in a timely manner. | YES | NO |

**RETURN THIS FORM IN THE ENVELOPE PROVIDED BY MAY 31, 2011.**

**Please write additional comments here:**

**Scope of Services Addendum**  
**Personal Service Contract for Supplemental Educational Services (SES)**

**PROVIDER OBLIGATIONS will include:**

- A. For each student to whom Provider gives services under this Agreement, Provider must have a signed and dated parent permission form on file at the district office prior to services beginning. All parent permission forms must include a release for directory and academic information for each student. Provider shall, on at least a monthly basis, send District and the student's parent a written report describing the student's progress, including benchmark data. If requested by District or parent, Provider shall give these reports in the language choice of the parent.
- B. All student records shall be kept in a secure location preventing access by unauthorized individuals. Provider will maintain an access log delineating date, time, agency and identity of any individual accessing student records that is not in the direct employment of the Provider. Provider shall not forward to any person other than parent or District any student records, including, but not limited to, the student's identity, without the written consent of the parent and District. Upon termination of this agreement, at the district's request, provider shall turn over to District all student records of District's eligible students to whom Provider has provided services under this agreement.
- C. Provider shall allow access to its facilities for periodic monitoring of each student's instructional program by District and shall be invited to participate in any review of each student's progress by District. District representatives shall have access to observe each student at work, observe the instructional setting, interview Provider, and review each student's progress. Before or with the submission of the first invoice, Provider will submit to the District a schedule that lists the days, times, location and address for all tutoring sessions.
- D. Provider shall complete and submit, via EZSES, to the district, an acceptable student learning plan for each student which includes student name, ID#, school, address, provider local contact information, location of services to be provided, the specific start and end date for the services, the days of the week and times of the tutoring sessions, the maximum number of hours of tutoring the student will receive, specific, measurable goals for the student that reference the Washington State standards that are available on EZSES. Each learning plan will include the name of the pre/post-test, the pre-test score, and the goal score for the post-test. No payment will be made for students without an approved learning plan. OSPI, and not the district, approve providers and determine annually if a provider has demonstrated adequate student academic progress.
- E. All students on a provider's approved list will have an acceptable learning plan submitted via EZSES, to the district within 30 days of the contract start date, or the students can be assigned to a different provider. Services will begin within 45 days of the contract start date or the student can be assigned to a different provider. Tutoring will end on or before May 18<sup>th</sup>.
- F. SES tutoring sessions will be scheduled after the last bell of the school day, on the weekends, or during winter break, mid-winter break, and spring break. Providers that use district facilities/buildings will have an approved building use agreement on file prior to beginning services. KSD buildings will not be accessible during weekends, holidays, non-school days, and over winter and spring vacations. KSD buildings will only be available during a regularly scheduled school date. There may also be limited use the day prior to a break and on early release days.
- G. Providers will provide each parent a copy of their student's learning plan printed out from EZSES. Provider will confer with parents about, and obtain a parent signature for each learning plan. If the parent is not available to sign the plan, provider will record the date and time of the phone call

when the learning plan was discussed. If no contact is possible, in lieu of a parent signature, provider will record the date and time of three or more phone calls or contact attempts to the parent to discuss the learning plan. Provider will submit the original signature page of each learning plan to the District.

- H. Provider shall submit to District accurate monthly invoices using EZSES. Providers will be trained in using EZSES. Failure to obtain training and using EZSES will disqualify providers to offer their services to students of the KSD. Invoices will not include amounts or hours that exceed the per student allocation. Invoice will not exceed state requirements for maximum hours per day. An acceptable learning plan and tutoring log/progress reports must be submitted before payment can be made. These forms need to be submitted to the District with one original monthly tutoring log for each student, in the order that students are listed on the invoice. The tutoring log form will be one page per student that lists the student's name and school, times/hours of tutoring with student or parent signature. Such invoices shall be submitted within thirty (30) days of the rendering of the services. District shall process payments for accurate invoices to Provider within forty-five (45) days of submission of such invoices. Inaccurate or improperly compiled invoices or improper tutoring logs will be rejected by the district or via EZSES and returned to the provider.
- I. No later than June 8 of the school year, provider will submit to the district a summary of services that includes data on each student's progress towards the agreed upon goals in the student learning plan. This summary will include a list of all students served to date, the pretest score for each student, the post test score for each student, the name of the assessment used, the number of students who met their goal, the number of students who made progress, and the average growth of all the KSD students tutored in math and reading.
- J. The provider will inform the district in writing within five business days if a student on the provider's approved list moves, withdraws, or declines SES services. Another student will **not** be selected to replace the student that has moved, refuses service, or cannot be contacted. So, be very selective and careful when signing students up.
- K. The Provider will ensure instruction provided and content used are of high quality, research-based, specifically designed to increase each student's academic achievement, and consistent with that of the district and with the state of Washington's essential academic learning requirements.
- L. Meet all applicable Federal, State, and local health, safety, and civil rights laws.
- M. All tutors with unsupervised access to students must pay for and submit fingerprints for a background check. The FBI fingerprint clearance date must be on file with Federal Programs prior to the tutor beginning unsupervised tutoring services. A copy of the fingerprint receipt must also be submitted to the Federal Programs office prior to any tutoring.
- N. All supplementary services given by Provider under this agreement shall be secular, neutral, and non-ideological in instruction and content.
- O. Travel to and from a tutoring site shall not be included in the billable tutoring time. Only instructional time can be billed.
- P. Breaks will not exceed a total of 10 minutes for any session over 90 minutes. Breaks are not considered necessary for tutoring sessions of 90 or less.
- Q. Providers will submit to the Federal Programs Office a completed **W-9 tax and debarment forms** before any tutoring can begin.

**DISTRICT'S OBLIGATIONS.** District will participate and cooperate as follows:

- A. District will check for FRL (Free/Reduced Lunch) status of students that have signed and dated parent permission forms. District will contact provider with an approved list of students (having the FRL status and a signed and dated parent permission form on file) in order for provider to know which students are approved.
- B. Consult with Provider and permit Provider an opportunity to determine impact on student performance and make recommendations to District in connection with individual student progress and performance.
- C. Provide free training in the use of EZSES software for submitting learning plans, invoices, and monthly progress reports.
- D. Review and approve student learning plans.
- E. Review and approve provider invoices.
- F. Budget funds and authorize payment of expenses to Provider.
- G. District will not pay for a student that is served by another provider. In such cases where a student has two registration forms submitted to the District, the Federal Programs Department will contact the family to determine the parent's choice of provider.
- H. The district may terminate the contract of any provider who violates any provisions of this agreement.

**MUTUAL OBLIGATIONS.** Both Provider and District agree to:

- A. Confer and agree to the content of any official announcements regarding this contract, its contents, objectives, and results.
- B. Promptly inform the other party of any issues and problems that may arise during the development and the implementation of services.

- a. The Contractor certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal department or agency. The Contractor shall submit a completed a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form with their proposal (ATTACHMENT III).

**ATTACHMENT III**

**Certification Regarding Debarment, Suspension, Ineligibility  
And Voluntary Exclusion - Lower Tier Covered Transactions**

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

- (1) The prospective recipient of Federal funds certifies, by submission of proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Organization/Company Name/Individual Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date