



Contract for
Browning Public School District
For Small Group ELA/Math Intervention Support of
Elementary-Middle School Students

Submitted by Steve Pines, November 16, 2021

About iTutor

iTutor.com Inc., is an online education services company based in Jericho, New York.

iTutor has been in operation for over five years, supporting school districts and their students nationwide. We match students with pre-screened state-certified teachers for real-time instruction via the District's virtual whiteboard classroom.

Today, iTutor supports school districts and students nationwide, and *in Montana, specifically working under the state contract with the Montana State University System in 18 local districts*, including Browning Public Schools.

And we have been accredited as a digital learning institute by Cognia (AdvancED), enabling iTutor to be the "teacher of record" and award student grades that may be accepted as course credit in conjunction with a participating school district.

Our pedagogy is research-based and has recently been favorably reviewed by the Johns Hopkins School of Education. Highlights from the Instructional Design Review include:

- Instruction is sound extension of classroom learning,
- Educators are well-screened and trained, delivering the model with fidelity,
- Appropriately individualizes instruction based on student needs, and
- Technology is user-friendly.

Overview of Services

At the invitation of the Browning Public School (BPS) district, iTutor is pleased to submit this contract for approximately **60 students, organized in 23 small groups in grades K through 8th across Rural Schools (Babb ES), Big Sky/Glendale Schools and Browning Elementary School.**

Each student/group will be scheduled to receive **up to 66 hours of ELA/Reading intervention and/or Math** support, three times each week, for 22 weeks, on a small group basis. Final groups and subjects for each group will be determined by the kick off call.

Pre and Post testing will be used for diagnostic purposes and to document academic progress.

All services are provided by our *State-certified teachers (including out of state teachers in the process of obtaining temporary reciprocal certification in MT)*, that interact with students inside the iTutor-virtual classroom.

iTutor Deliverables

iTutor will designate a single point of contact to the District for streamlining day to day communications.

Approximately **60 students will be enrolled** for small group ELA/Reading and/or Math instruction. **Each student (in small groups) will be scheduled to receive up to 66 hours of ELA and/or Math instruction** (3 hours each week) over a 22 week period for a total of **1518 hours** (66 hours per group x 23 groups) that are available under this agreement.

All classes will be held during the BPS school day.

Services are scheduled and delivered in 60-minute increments (for efficacy and engagement). Additional time can be added in 30 minute increments..

Any unused hours may be provided during a Summer school program

iTutor will administer Pre, Interim and Post Assessments using the Scantron Performance Series or another grade-appropriate assessment for diagnostic and benchmarking purposes.

For small groups, iTutor's Special Programs Team will handle all enrollment, scheduling and staffing using the roster submitted by BPS.

The District will furnish assessment data and instructional content to help iTutor's Educators develop appropriate lessons that are in sync with the classroom teachers.

Teachers will be fully vetted by iTutor, demonstrating their competence to teach general education subjects to these students.

iTutor will document and submit student attendance reports each week to the program administrator. These reports, in Excel format, will list the students' names, subjects, dates of services, duration of attendance, or was no-show.

iTutor will provide monthly usage reports to program administrators. Usage reports will be broken down by original hours purchased, hours consumed to date/period and balance of hours remaining.

Cancellation Policy: iTutor requires a minimum of three (3) hours of advanced notice to cancel a class. Students are not allowed to cancel classes on their own. If a class is cancelled within the three hour window, the iTutor educator will leave a mini lesson that is half the length of the scheduled class and the school district will be billed for the entire duration. Students can access the video recording through their iTutor account.

Utilization Policy: Hours shall be considered used when a class is scheduled and not cancelled.

Changes to existing schedules should be limited to no more than once per month to ensure that the highest level of education and continuity of services is provided to the student. Exceptions may be made on a case by case basis.

Generally, changes (e.g. adding students, adding subjects, etc) to a program can be accommodated within five business days of the request.

Every session with students is recorded. Pre-scheduled tutoring is recorded and available 24/7 for students to replay to refresh their learning. These recordings also serve to protect both the teacher and the student, and serve as a quality assurance tool for teacher improvement.

iTutor Educators will provide a professional learning environment at all times.

iTutor will provide a self-paced orientation in order for students to review the functionality of the virtual whiteboard prior to their first class.

Services may start on or about December 6, 2021, pause for the Winter break, and resume January 4th, ending by May 27, 2022. Classes will pause for Spring break, April 11-15.

iTutor School Relations and/or Technology support will be available Monday-Friday, from 7 am EST to 8 pm EST by calling 516.681.8000 or support@itutor.com.

iTutor is fully accredited by Cognia (AdvancED) as a digital learning institute, with the authority to award academic credit, be the teacher of record and deliver whole course instruction in partnership with a local school district.

BPS Deliverables:

- The District will enroll K-8th graders from its Rural, Big Sky/Glendale and Browning ES and form the small groups of Reading/ELA and/or Math using enrollment rosters sent by the Special Programs Operations Team.
- The District will allocate hours from the purchased pool of hours to specific groups for ELA and/or Math intervention tutoring. For example, some groups will only receive Math, other groups only ELA, and other groups a combination of ELA and Math.
- The School will provide course materials, pacing guides, and whenever possible, access to Google Classrooms (domain code and school emails for Educators) to help iTutor Educators align instruction with the regular classroom teacher(s), especially for pre-scheduled skills-building services.
- In the event that a student has an IEP or 504 Plan, the program will convey the relevant accommodations to iTutor's Special Education Coordinator
- Program administrators will support students in accessing the appropriate technology and internet services to access iTutor. Chromebooks and PCs are best, while iPads are not encouraged. MacBooks are fine; students will just need to access the Chrome browser for all devices.
- The school will share with iTutor, student grades, standardized test results, and other relevant data for the purposes of measuring student growth.. All data sharing will be handled following iTutor's Privacy and Data Security policies and in compliance with FERPA.
- If the program needs to purchase headsets and webcams, iTutor has recommended options [here](#) and [here](#).

Cost Summary:

The total fee is \$185,818 that includes a pool of 1518, Small Group instructional hours and 60 Scantron Pre and Post assessments and a discounted 5% implementation/teacher prep fee. *Applying discounts saves BPS \$31,618.*

Quantity	Type of Instruction	Standard Cost Rate	Discounted Rate	Net Cost	Savings to District
1518 hours	Small Group instruction	\$130 hour	\$115 hour	\$174,570	\$22,770

60	Scantron Pre/Post Assessments	\$40 per student		\$2,400	
	Implementation\Teacher Prep Fee discounted to 5%			\$8,848	\$8,848
	Net Billable Fee			\$185,818	\$31,618

Upon execution of the Agreement, a Purchase Order for \$185,818 will be issued by the Browning Public School District, with full payment due Net 15 Days of receipt of invoice.

Confidentiality of Student Data.

iTutor will maintain the confidentiality of all student records and student data in accordance with all applicable laws, including the Family Educational Rights and Privacy Act.

Compliance with Laws.

iTutor will comply with all applicable federal, state, and local laws when fulfilling the terms of this Agreement.

Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Montana.

Entire Agreement.

This Agreement contains the entire and exclusive understanding of the parties and supersedes all oral agreements and prior negotiations. This Agreement may not be modified or amended except in writing by the parties hereto.

Severability.

If any provision contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such invalidity, legality, or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

Modifications Must be in Writing.

This General Release may not be changed, modified, waived, or amended, except by written instrument, signed by and agreed upon by the persons to be charged with the change.

Disputes.

Any disputes arising from or related to this contract shall be resolved in a court of competent jurisdiction in Glacier County, Montana. The parties agree to waive their right to a trial by jury regarding any such disputes.

This Agreement is Accepted By:

Browning Public School District

iTutor.com

Ysiad Ferreiras, CEO



_____ Date: _____

_____ Date _____