



2217 E Tudor Road, Suite 1A  
Anchorage, AK 99507  
907-561-2229  
Fax: 907-646-9206  
anchorage@sylvanalaska.com

July 26, 2023

Dear Ms. Mulvenon,

It is our honor and pleasure to submit this plan for Sylvan Learning to continue the tutoring program in the North Slope Borough School District during the 2023-2024 school year. Sylvan's use of technology facilitates a partnership with schools and helps meet the goals of academic growth and success for all students. This program operates across vast distances in real-time, gathering student data, and making use of Sylvan's adaptive technology to meet the individual needs of every student.

Sylvan's tutoring program provides site-specific planning and scheduling, Sylvan tutor training, assessments, program implementation, and progress tracking. Sylvan works with the school administrators to coordinate the scheduling of staff and students in grades 2-12. Sylvan students make progress in as little as two instructional sessions per week. With that being said, students who consistently attend 4-6 sessions per week make the most progress. Therefore, students with the best attendance rates will have the opportunity to enroll in this tutoring program, ensuring that program participation will be consistent and adhered to throughout the school year.

Tutoring will be conducted by a fully-trained, qualified, and certified Sylvan tutor. Sylvan agrees to train classified staff who meet the following requirements:

- Achieve GLE score of 12.9 or higher on the STAR Reading/Math Assessment, to be administered by a Sylvan Director
- Employee attendance record of 90% or greater from the prior year

Sylvan Directors will provide at least 15 hours of training to each new and qualified staff member selected to be a Sylvan tutor. The training consists of a program orientation, 5 hours of Sylvan University (SUN) training to be completed with the Sylvan Director, completing and passing the Sylvan Instructor written tests, and 10 hours of in-person hands-on training. A Sylvan Director will conduct 2 site visits for each school, and weekly or bi-weekly Zoom meetings with the Sylvan tutors as part of Sylvan's ongoing program support.

The following quote is based upon Sylvan Learning of Alaska providing the following:

1. Privileges to access the licensed programs and required software
2. Detailed monthly reports indicating student progress

The North Slope Borough School District will be asked to provide the following:

1. Instructional space for tutoring within each school
2. Up to 2 qualified tutors in each participating school. New tutors will complete the required training scheduled on Zoom and in-person with the Sylvan Director. Previously trained and qualified tutors will participate in weekly/bi-weekly scheduled ongoing support on Zoom and the 2 in-person ongoing support site visits by the Sylvan Director.
3. Wi-Fi
  - a. Recommended 30 Mbps download, with a minimum 15 Mbps download
  - b. Minimum 3 Mbps upload
4. iPads for tutors to provide instruction to each student using the personalized Sylvan lesson plan. The number of iPads needed will be determined by the total number of students receiving instruction at a given time. As an example, if we are teaching 24 students total, but only 6 are attending instruction at the same time, we will only need 6 iPads. iPads that are compatible with the SylvanSync software:
  - a. are running with iOS version 15 or 16
  - b. have a minimum 9.7-inch display
  - c. have 32 GB of storage
  - d. are Wi-Fi capable

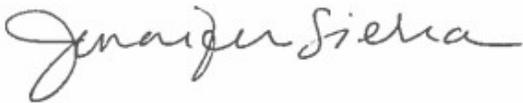
Our price structure is as follows:

1. Sylvan Director rate: \$60/hour for training and \$45/hour for travel
2. SylvanSync instructional services software is
  - a. \$20/session for the first 250 sessions per month
  - b. \$15/session thereafter
3. Student assessments are \$40 each
4. Sylvan will bill for travel, lodging, and meal expenses for scheduled in-person training and support

Based on the above price structure and the 3-to-1 ratio of the Sylvan instructional model, the cost for one tutor to instruct 3 students at 2 sessions per week is \$120 per week. The cost for one tutor to instruct 6 students at 2 sessions per week is \$240 per week.

Thank you for your continued partnership with Sylvan Learning of Alaska. If you have any questions or require further information, please do not hesitate to contact me at 907-561-2229 or [jennifer.sierra@sylvanalaska.com](mailto:jennifer.sierra@sylvanalaska.com).

Respectfully,



Jennifer Sierra  
Executive Director  
Sylvan Learning of Alaska

