



**Contract for**  
**Browning Public School District**  
**Educator Placement - Virtual Teaching Services**  
**One Full Time High School ELA Teacher**

Submitted by Steve Pines, October 5, 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 district, iTutor is pleased to submit this contract for a **full-time ELA teacher** for direct virtual teaching services **to teach English in the Browning High School** for the 2021-2022 SY as outlined below.

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 District-provided virtual classroom.

Following the regular class schedule, the teacher and students will interact in the District-provided Virtual Classroom that is accessed by individual students on their Chromebooks. If available, a projection screen will also be used to display the live instruction.

Of course, close coordination with the in-person facilitator is key and upfront PD/coaching is desirable prior to the kick-off of classes.

iTutor's instructional coaches are on hand to support the teacher as needed.

## iTutor Deliverables

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

In the event that a placed teacher needs to be replaced during the School Year, iTutor shall refer an additional candidate to fill that position, who will work for the remaining period of the agreement.

The educator will follow the District's official calendar, spanning the 2021-2022 School Year, prorated up to 160 days, including district PD and parent-teacher conferences.

. Additional coverage is available on a per diem basis. Any unused resources will be credited towards future iTutor services.

iTutor Educators will work Mondays, Tuesdays and Thursdays, 8 am-4 pm, Wednesdays 8 am- 5 pm and Fridays 8 am- 3 pm MT for a 40-hour work week that includes planning time, lunch and PD sessions.

Participation in Parent-Teacher conferences may occur outside of the 40-hour week may be scheduled in advance in conjunction with the iTutor Educator and billed separately from the core instructional budget. Timely notice shall be given to the Educator.

*iTutor Educator, state-certified (from MT or in the process of obtaining reciprocity with MT) to teach the assigned subjects will staff the Virtual Classroom.*

iTutor Educator will provide a professional learning environment.

iTutor Educator will start on or about October 18th, span the SY as needed, ending June, 4, 2022.

All instruction will always be implemented in tandem with a Browning Public School District paraprofessional physically present in the classroom and in full collaboration with the virtual teacher.

Instructional content, supplied by the District, will be aligned to the standards and curricula used by the District and the State of Montana.

There are no IEP-related tasks for the iTutor Educator.

iTutor will provide timely support to its Educators, upon receiving feedback from District administrators, that specific teaching and learning practices need improvement.

### **Browning Public School District deliverables:**

The District shall designate a single point of contact in the school as the day to day liaison with iTutor. Clear communication policies shall be set up to manage interactions with school personnel, students and their parents, with the iTutor educator.

The District shall interview and make a decision on each candidate within 48 hours of initial referral by iTutor, providing feedback on any rejected candidate. The District's in person facilitator will document student attendance.

The District will provide timely notice to the iTutor Educator regarding participation in PD sessions, Parent-Teacher conferences, or of changes in class schedules including cancellations that may not otherwise be posted in the official calendar.

The District and its IT Department will ensure that all classrooms have the appropriate smartboard, 1:1 computer technology and Internet services for the iTutor educator to provide instruction through the District-provided Virtual Classroom.

The District will provide all teaching materials/curricula to the iTutor Educator.

The District will hire the in-class facilitators and arrange for pre-service training/PD with the iTutor Educator. The teamwork of these individuals working with the Educators is essential to a successful teaching and learning environment.

The District will provide access to iTutor's teacher to its online teaching platform that will support the delivery of teaching services.

The District will enforce its policies of student conduct/consequences, mid-term/final testing, grades, and attendance.

The District will organize all classes/periods, provide the iTutor Educator with student rosters, prior student assessment data, grades, IEPs, ELL data, course

assessments, school holiday schedule, and any other pertinent information to facilitate this virtual classroom.

The District will provide PowerSchool access to iTutor teachers and use this platform for student grades.

The District will provide iTutor with feedback on all teachers who are referred for consideration and rejected, as well as feedback on teachers who teach during the school year and who may or may not be asked to return.

**Cost Summary:**

Quantity	Type of Instruction	Standard Cost Rate	Discounted Rate	Net Cost	Pro-rated Savings to District
1 FTE--180 days	Educator Placement Model	\$80,000 per year, per FTE	\$75,000 per year, per FTE; (\$416.66 per day)	\$66,666 prorated for 160 days	\$5,000
	Implementation\Teacher Prep Fee			waived	\$5,000
	<b>Net Billable Base Fee</b>			<b>\$66,666</b>	
30 hours	Parent-Teacher meetings and other PD-billed upon usage		\$95 an hour	\$2850	

**Upon execution of the Agreement, a Purchase Order for \$69,516** will be issued by the Browning Public School District.

### **Early Termination:**

In the event the District secures a teacher for in person classes, and does not need the iTutor Educator for the remainder of the school year, the District shall provide written notice of such termination of iTutor teaching services for a specific position. Upon such notice, iTutor and its Educator will be compensated for ten (10) additional days to transition from the classroom, overlapping with the new Browning teacher for 5 school days or fewer.

### **Payment Schedule:**

- Oct. 18- Dec. 22, 2021 (47.5 days x \$416.66 per day) = \$19,791.35 is due Net 10 Days from contract execution.
- Jan. 3- March 30, 2022 (62.5 days x \$416.66 per day ) = \$26,041.25 is due Jan. 3, 2022
- April 1- June 4, 2022 (50 days x \$416.66 per day ) = \$20,833 is due March 1, 2022
- The Case Management Fee budget of \$2850 will be billed as consumed based \$95 per hou

### **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**

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**iTutor.com**  
Ysiad Ferreiras, CEO



\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_