



SCHOOL BOARD ACTION REPORT

DATE: May 14, 2018
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Elizabeth A. Mills, Director of Special Education Operations
eamills@seattleschools.org; (206) 252-0807
Wyeth Jessee, Chief of Student Support Services
rwjessee@seattleschools.org; (206) 252-0067

For Introduction: June 27, 2018
For Action: July 11, 2018

1. TITLE

Private Schools Proportional Share Services (RFQ04676): Providers: Ryther, Catapult Learning, Hamlin Robinson, Spring Academy

2. PURPOSE

This Board Action Report details projected contract amounts totaling more than \$250,000.00, thus necessitating Board Action.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute contracts with Catapult Learning in amount of \$185,328.00, Hamlin Robinson in the amount of \$185,328.00, Spring Academy in the amount of \$391,716.00, and Ryther in the amount of \$32,400.00 to ensure the provision of equitable services to parentally-placed private school students attending approved non-profit private schools, under the Individuals with Disabilities Education Act (IDEA), with any minor additions, deletions, modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contracts.

4. BACKGROUND INFORMATION

- a. **Background** IDEA requires that a proportionate share of the federal special education funding allocation be set-aside for equitable services to the group of eligible parentally-placed private school students attending approved, non-profit private schools. An annual count of eligible private school students is used to calculate the set aside amount, which must be used toward the provision of equitable services to the group of parentally-placed private school students. The District is not obligated to provide services to all eligible students and there is no requirement that services be provided throughout the entire school year; once funds are expended, services will be discontinued. During the 2017-18 school year Catapult Learning served 45 students, Hamlin Robinson served 45 students, Spring Academy served 100 students and Ryther served 35 students.
- b. **Alternatives** There are no other alternatives as Proportional Share Services are mandated by IDEA.

c. **Research** N/A

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$794,772.00.

The revenue source for this motion is Proportionate Share IDEA apportionment federal funds.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Each spring, in collaboration with representatives of parents and private schools, a determination is made by the District regarding the provision of equitable services for the following school year. The service determination for 2018-2019 includes services in one academic area for 90 minutes/week, group social skills services once/week for 45 minutes (students ages 8+) and a series of five (5) teacher/parent education workshops related to Executive Functioning.

7. EQUITY ANALYSIS

The equity analysis tool is not applicable to these services. We are mandated by IDEA to use a proportionate share of IDEA funding on the provision of services to parentally-placed private school students designated to receive such services.

8. STUDENT BENEFIT

Per IDEA, we are required to provide services (direct or indirect) to the group of parentally-placed private school students eligible for special education.

9. WHY BOARD ACTION IS NECESSARY

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

This action aligns with Policy No. 2161, Special Education, and Policy No. 6220, Procurement.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the A&F Committee meeting on June 11, 2018. The Committee reviewed the motion and _____.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, contracts will be initiated with the service providers determined through RFQ04676 and equitable services will be provided to parentally-placed private school students, as required by IDEA. Services are scheduled to begin October 1, 2018 and end on May 10, 2019.

13. ATTACHMENTS

- Catapult Learning Agreement (Placeholder)
- Hamlin Robinson Agreement (Placeholder)
- Spring Academy Agreement (Placeholder)
- Ryther Agreement (Placeholder)

SEATTLE PUBLIC SCHOOLS
Personal Service Contract Cover Sheet
(To be used for contracts awarded as a result of the RFP/RFQ process only)
RFP12731: MOC & BOARD AUDITORIUM TECHNICAL UPDATE

CONTRACTOR NAME AND ADDRESS
 (Legal Name – MUST be same as registered with Tax ID number)

Hamlin Robinson School

Name _____

DBA
1701 20th Ave S.

Address _____

Seattle WA 98144

City State Zip _____

CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES

601139051

WA State Business License UBI# _____

(206) 763-1167

Phone _____ Fax _____

mnelson@hamlinrobinson.org

Email _____

201067

Acctg Use: Vendor# _____ PO# _____

This agreement is made between the Seattle School District ("the District") and the above-named contractor (the "Contractor") District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

SCHOOL/DEPARTMENT BUDGET AUTHORITY			
School/Department Name	<u>Special Education</u>	Mail Stop	<u>31-682</u>
		Phone	<u>(206) 252-0869</u>
CONTRACT AMOUNT	<u>\$ 185,328.00</u>	CONTRACT EXPIRATION DATE	<u>6/30/2019</u>

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

1. I have personally verified the existence of funds available within the appropriate unit to pay this contract.
2. I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
3. The services being provided do not violate any labor agreement regarding contracting out for services.

Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

Print Name Elizabeth A. Mills Title Director of Special Education Operations

Signature _____ Date _____

SCHOOL BASED CONTRACTS OVER \$25,000

Executive Director for Schools _____
 Print Name Signature Date

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
2018-2019	1A48	5E424273E0	7120
			7120
			7120

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

Contracts up to \$75,000 _____ Date _____ Accounting Manager
 Contracts \$75,000 and over _____ Date _____ Asst. Supt. for Business and Finance
 Contracts over \$100,000 _____ Date _____ Superintendent

FOR ACCOUNTING USE ONLY

Funds Available _____ Date _____
 Grants Acctg Review _____ Funds Encumbered _____ Contract Acctg Review _____

SEATTLE PUBLIC SCHOOLS
Personal Service Contract Cover Sheet
(To be used for contracts awarded as a result of the RFP/RFQ process only)
RFP12731: MOC & BOARD AUDITORIUM TECHNICAL UPDATE

CONTRACTOR NAME AND ADDRESS
 (Legal Name – MUST be same as registered with Tax ID number)

Spring Academy, Inc.

Name

DBA

9725 3rd Ave NE, Suite 125

Address

Seattle

WA

98115

City

State

Zip

CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES

603291137

WA State Business License UBI#

(206) 363-3600

Phone

Fax

rob@springacademy.com

Email

207143

Acctg Use: Vendor#

PO#

This agreement is made between the Seattle School District ("the District") and the above-named contractor (the "Contractor")

District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

SCHOOL/DEPARTMENT BUDGET AUTHORITY

School/Department Name Special Education Mail Stop 31-682 Phone (206) 252-0869

CONTRACT AMOUNT \$ 391,716.00

CONTRACT EXPIRATION DATE 6/30/2019

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

- I have personally verified the existence of funds available within the appropriate unit to pay this contract.
- I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
- The services being provided do not violate any labor agreement regarding contracting out for services.

Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

Print Name Elizabeth A. Mills

Title Director of Special Education Operations

Signature _____

Date _____

SCHOOL BASED CONTRACTS OVER \$25,000

Executive Director for Schools _____

Print Name

Signature

Date

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
2018-2019	1A48	5E424273E0	7120
			7120
			7120

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

Contracts up to \$75,000 _____

Date _____

Accounting Manager

Contracts \$75,000 and over _____

Date _____

Asst. Supt. for Business and Finance

Contracts over \$100,000 _____

Date _____

Superintendent

FOR ACCOUNTING USE ONLY

Funds Available _____

Date _____

Grants Acctg Review _____

Funds Encumbered _____

Contract Acctg Review _____

SEATTLE PUBLIC SCHOOLS
Personal Service Contract Cover Sheet
(To be used for contracts awarded as a result of the RFP/RFQ process only)
RFP12731: MOC & BOARD AUDITORIUM TECHNICAL UPDATE

CONTRACTOR NAME AND ADDRESS
 (Legal Name – MUST be same as registered with Tax ID number)

Ryther
 Name

 DBA
2400 NE 95th Street
 Address
Seattle WA 98115
 City State Zip

CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES

601843216
 WA State Business License UBI#
(206) 856-9490
 Phone Fax
BENW@ryther.org
 Email
200006
 Acctg Use: Vendor# PO#

This agreement is made between the Seattle School District ("the District") and the above-named contractor (the "Contractor")
 District employees, other than personnel in the District Financial Services Department are not authorized to make promises for contractual services, promises for a particular period of time or promises of a particular level of payment. Any verbal or written statements to that effect by District employees other than Financial Services personnel are null and void.

SCHOOL/DEPARTMENT BUDGET AUTHORITY			
School/Department Name	<u>Special Education</u>	Mail Stop	<u>31-682</u>
		Phone	<u>(206) 252-0869</u>
CONTRACT AMOUNT	<u>\$ 32,400.00</u>	CONTRACT EXPIRATION DATE	<u>6/30/2019</u>

As an authorized representative of the originating school/department and having budget authority to authorize the disbursement of funds from the budget line give below, I declare that:

1. I have personally verified the existence of funds available within the appropriate unit to pay this contract.
2. I am satisfied that the contractor meets the eligibility requirements for an independent contractor as outlined in the attached Classification Checklist.
3. The services being provided do not violate any labor agreement regarding contracting out for services.

Having completed these steps, I hereby authorize the release of funds from the budget line coded below.

Print Name Elizabeth A. Mills Title Director of Special Education Operations
 Signature _____ Date _____

SCHOOL BASED CONTRACTS OVER \$25,000			
Executive Director for Schools	_____	_____	_____
	Print Name	Signature	Date

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
2018-2019	1A48	5E424273E0	7120
			7120
			7120

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL			
Contracts up to \$75,000	_____	Date	_____ Accounting Manager
Contracts \$75,000 and over	_____	Date	_____ Asst. Supt. for Business and Finance
Contracts over \$100,000	_____	Date	_____ Superintendent

FOR ACCOUNTING USE ONLY			
Funds Available	_____	Date	_____
Grants Acctg Review	_____	Funds Encumbered	_____ Contract Acctg Review _____