



SCHOOL BOARD ACTION REPORT

DATE: August 28, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: JoLynn Berge, Chief Financial Officer, jdberge@seattleschools.org
Michael Stone, Director of Grants, Fiscal Compliance & Strategic Partnerships, mastone@seattleschools.org.

For Intro: September 23, 2020

For Action: October 7, 2020

1. TITLE

Seattle Public Schools (SPS) Personal Services Contracts (PSC) with University Tutors for Seattle Schools (UTSS).

2. PURPOSE

This action report would approve the contract with University Tutors for Seattle Schools for a total of \$481,000 to provide Families, Education, Preschool, and Promise (FEPP) Levy funded activities.

3. RECOMMENDED MOTION

I move that the Board authorize the Superintendent to execute the contract with University Tutors of Seattle Schools \$481,000 for the purpose of providing Families, Education, Preschool, and Promise (FEPP) Levy funded or other funding source activities in selected elementary, K-8, middle and high schools, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

- a. Background** This organization will deliver student support and tutoring services during school year 2020-21, each at a cost in excess of \$250,000. SPS is entering into one master contract with the University Tutors of Seattle Schools to provide distance and in-person support to students.

In an effort to support schools, we are combining individual school partnerships into one Personal Services Contract for each community-based organization (CBO). In 2015, Grants and Grants Accounting moved to a model of master contracts for CBO contracts with schools. If each school had their own personal services contract with each CBO it would not meet the threshold of \$250,000 for Board Approval. For transparency purposes we have combined all school requests for CBO services into one master contract for Board of Directors approval.

Multiple schools have chosen to contract with the University Tutors for Seattle Schools, primarily to provide after school time learning and enrichment opportunities through a

distance or in-person small group settings. The University Tutors of Seattle Schools has been providing after school programing at many of our school sites over the past 8 years.

- b. Alternatives** Separate personal services contracts would be required for each school if the proposed motion is not approved. Board approval for this motion simplifies the process for schools, the accounting office, and community-based organizations. Furthermore, this motion provides an additional level of transparency to the work, since the total commitment to each CBO is over \$250,000.
- c. Research** Contracts and associated outcomes for all programs for 2020-21 are being jointly developed with the City’s Department of Education and Early Learning, central office staff, and the schools receiving funding.

5. FISCAL IMPACT/REVENUE SOURCE

The projected total for this contract is \$481,000.00. The funding will be provided through the City of Seattle’s 2018 Families, Education, Preschool, and Promise (FEPP) Levy.

The revenue source for this motion is City of Seattle Families, Education, Pre-School & Promise Levy.

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

All Community-Based Organizations just went through the Seattle Public School’s Request for Qualifications (RFQ) process in May to qualify as a contracting partner with school sites.

7. EQUITY ANALYSIS

The Families, Education, Preschool, and Promise Levy provides approved supplemental funding to 30 higher Free & Reduced Lunch percentage Elementary, Middle and High School programs throughout the district. This contract will provide students at FEPP funded school sites with before, during and after school academic and enrichment programs to support closing opportunity gaps for students attending these schools. The work provided by this contracted

community partner will be analyzed as part of the new strategic plan to align resources to student needs. University Tutors for Seattle Schools partners are representative of the students they serve, especially those students furthest from educational justice. UTSS data shows that 55% of the tutors are Black, Indigenous or a Person of Color and 45% White or Caucasian.

8. STUDENT BENEFIT

This community based organization will provide supplemental academic and enrichment support before, during and after school programs at FEPP funded school sites.

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

Per Board Policy No. 6220, Procurement, all contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board.

This action aligns with Board Policy No. 4265, School and Community Partnerships, which encourages the pursuit of community partnerships that increase access to academic and non-academic supports.

SPS will work with the contracted partner to inform and implement to the amount feasible, in alignment with Board Resolution No. 2020/21-4, any outdoor education opportunities.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Audit & Finance Committee meeting on September 14, 2020. The Committee reviewed the motion and moved to the full Board with a recommendation for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, contracts will be developed and approved by the start of school and services will begin with students.

13. ATTACHMENTS

- University Tutors for Seattle Schools Draft Personal Services Contract (for reference)
- Data Sharing Agreement (for reference)



University Tutors for Seattle Schools Personal Services Contract Packet

Personal Services Contract

Seattle Public Schools is committed to making its online information accessible and usable to all people, regardless of ability or technology. Meeting web accessibility guidelines and standards is an ongoing process that we are consistently working to improve.

While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

Michael Stone
Director of Grants/Grants
mastone@seattleschools.org

The University Tutors for Seattle Schools personal services contract packet includes Seattle Public Schools personal services contract and the addendum of scope of work for each school requesting UTSS services for the 2020-2021 School year. The contract and addendum outline the scope of work support students furthest away from educational justice at Families, Education, Preschool and Promise levy funded school sites.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

CONTRACTOR NAME AND ADDRESS (Legal Name – MUST be same as registered with Tax ID Number)	CONTRACT MUST BE FULLY EXECUTED IN ADVANCE OF SERVICES
Name: UNIVERSITY TUTORS FOR SEATTLE SCHOOLS	WA State Business License (UBI#): 603 175 143
Doing Business As (DBA):	Email: CASSANDRAJ@UTFORSS.ORG
Address: 4111 E. MADISON STREET, SUITE 2, BOX 53	Telephone: 206.920.7230
City, State and Zip: SEATTLE, WA 98112	Fax: n/a
Accounting Use: Vendor # 206557	PO#

This contract 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.**

Whereas, the District requires the Contractor’s services; and whereas, the Contractor’s education and experience qualify the Contractor to perform specified services; it is agreed that the Contractor will provide services as follows:

I. SCOPE OF WORK

A. General objectives of this contract (include a brief description of the agreed upon services):

University Tutors for Seattle Schools (UTSS) will recruit and provide tutors for math intervention, reading intervention and early childhood support working in classrooms or other school venues directed by school Principal and appointed Site Coordinator. UTSS tutors under Site Coordinators - will fulfill their contracted hours, maintain professionalism while interacting with staff and/or students at all times, function as academic leaders with students, and collaborate with classroom teachers to share observations about students using tools teachers design.

Site Coordinators will meet with UTSS tutors 3 times a year to evaluate, assign tutors to classrooms, train/supervise tutors & provide job description, general orientation, also monitor/track & analyze data for program effectiveness

Academic Tutors - approximately 4 days a week, 36 weeks for below grade level, small group pull-out tutoring; 30-45 minute blocks, research based curriculum.

Kindergarten Tutors - approximately 5 days a week, 36 weeks provides academic and social, emotional support for Kindergarten students within the classroom; mix of pull out and in-class support; individual and small group work.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

- B. In order to accomplish the general objects of this contract, Contractor shall perform the following specific duties (Describe the work to be performed by the contractor in detail, including the quantifiable steps or components of what the contractor is to do. Identify all tasks, work elements and objectives/outcomes of the contract, and timetables by which major parts of the work are to be completed. The specific duties may be attached as a separate document. If a separate attachment, please state “contractor shall perform the duties outlined in attachment __.”):**

UTSS shall perform the duties outlined in seven addendums attached one per school site:

CSHS - \$50,000.00

Lincoln HS - \$60,000.00

Mercer MS - \$30,000.00

John Muir ES - \$153,000.00

Northgate ES - \$80,000.00

West Seattle ES - \$44,000.00

Wing Luke ES - \$64,000.00

- C. Site/Location of Services:**

Chief Sealth HS, Lincoln HS, Mercer MS, John Muir ES, Northgate ES, West Seattle ES and Wing Luke ES

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

II. SCHEDULE OF PERFORMANCE

No costs shall be incurred under this contract until fully executed and subsequent to the termination date.

The schedule of performance of Contractor’s duties is as follows:

Dates of Services	
Start Date: SEPT 1, 2020	End Date: 8/31/2021

III. PAYMENT (Select type):

Hourly rate/Not to Exceed: In consideration of Contractor’s satisfactory performance of the duties set forth herein, Contractor shall be compensated at an hourly rate of \$ _____, for services rendered not to exceed a total of \$ _____. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

Set Rate: In consideration of Contractor’s satisfactory performance of the duties set forth herein, Contractor shall be compensated at a set rate of dollars \$ 481,000.00 - Fixed flat fee, split monthly, inclusive of travel and all other contract-related costs. Payment for satisfactory performance shall not exceed this amount unless the parties mutually agree to a higher amount prior to the commencement of any work, which will cause the maximum payment to be increased.

Non-Financial: This is a non-financial agreement. In no event shall either party seek compensation for work performed under this agreement.

IV. INCORPORATION OF ATTACHMENTS AND ORDER OF PRECEDENCE

Each of the attachments listed below is by this reference hereby incorporated into this contract. In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and state of Washington statutes and regulations
- Seattle School District Policies and Superintendent Procedures
- Attachment A – Terms and Conditions
- Attachment B (if applicable) – Contractor Proposal
- Attachment C (if applicable) – [Title of attachment]
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

V. APPROVAL

This contract shall be subject to the written approval of the Superintendent’s authorized representative and shall not be binding until so approved. The contract may be altered, amended or waived only by a written amendment executed by both parties.

Contractor Diversity (OPTIONAL)

The District is committed to educational equity for our students with the goal of having all students, regardless of race or class, ready to succeed in a racially and culturally diverse local, national and global community (School Board Policy No. 0030). Values of inclusion and equity are also part of the District’s business practices - ensuring that minority-owned and women-owned businesses (WMBEs) have the maximum practicable opportunity to participate in contracting with the District. The District defines WMBE firms as at least 51 percent owned by women and/or minority. State certification is recommended, but not required to meet the District’s WMBE definition. To assist the District in tracking our goal for diversity in our contracts, please provide the following information regarding your business:

<input type="checkbox"/> Minority-owned, Self-identified	<input type="checkbox"/> Minority-owned, OMWBE Certified
<input type="checkbox"/> Women-owned, Self-identified	<input type="checkbox"/> Women-owned, OMWBE Certified

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

<input type="checkbox"/> Not applicable or Prefer not to answer	
---	--

We the undersigned, agree to the terms of the foregoing contract.

CONTRACTOR NAME (PRINT NAME): CASSANDRA JOHNSTON	FEDERAL TAX I.D. OR SOCIAL SECURITY NO.: 45 - 5011816
SIGNATURE:	TITLE OF CONTRACTOR AND DATE SIGNED: EXECUTIVE DIRECTOR.

Contractor: Please note there must be an IRS Form “W-9 Request for Taxpayer Identification Number and Certification” attached to this contract. The Federal Tax I.D. or Social Security number given below MUST match the number specified on the W-9. A W-9 form may be obtained from the IRS at www.irs.gov

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.

SCHOOL/DEPARTMENT BUDGET AUTHORITY

School/Department Name: GRANTS & FISCAL COMPLIANCE	Mail Stop: 31-178	Phone: 206-252-0222
---	----------------------	------------------------

Print Name: MICHAEL A. STONE	Title: DIRECTOR, GRANTS & FISCAL COMPLIANCE
Signature:	Date:

CODING

FISCAL YEAR	FUND	FUND CENTER/COST CENTER	COMMITMENT ITEM
2020-2021	VARIOUS PER SCHL	VARIOUS PER EACH SCHOOL SITE	7322

SCHOOL BASED CONTRACTS APPROVAL OVER \$25,000

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

Print Name:	Title:
Signature:	Date:

FINAL SEATTLE PUBLIC SCHOOLS APPROVAL

Contracts up to \$75,000:	Date:	Accounting Director
Contracts \$75,000 and Over:	Date:	Chief Financial Officer
Contracts over \$100,000:	Date:	Deputy Superintendent

FOR ACCOUNTING USE ONLY	
Funds Encumbered	Date
Grant Accounting Review:	Contracts Accounting Review:

Last Updated: January 2019

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

ATTACHMENT A – TERMS AND CONDITIONS

- 1. Payment to the Contractor:** Compensation for the described services will be by warrant of the Seattle Public Schools after receipt of services. State Law RCW 42.24.080 forbids prepayment of services. The Contractor must submit an invoice to the originating school or department. The originator must then attach a completed Certification of Services Rendered form to the invoice and submit both to the Accounting Department for payment. The warrant will be issued through the Accounting Department.
- 2. Contractor Invoices:** Contractor shall submit an invoice itemizing actual services and expenses after services have been rendered. **Invoices must meet District invoicing standards.** Payment will be made in one sum unless other approved. Unless otherwise specified, **payment terms are net 30 days.** Progress payments may be made not less than monthly. Any reimbursable expense for travel shall comply with district policy. If the parties anticipate the amount due for services and/or expenses will exceed this contract amount, or the dates of services will be extended, it will be necessary to complete a "Contract Modification/Extension" form which is subject to the same approval process as the original Services Contract. The District is not liable for any services above the approved contract amount without a properly approved and signed modification.
- 3. Correction of Noncompliance:** Contractor shall, at no cost to District, promptly and satisfactorily correct or re-perform any Services found to be defective or not in compliance with the requirements of this contract or the requirements of any governmental authority, law, regulation or ordinance.
- 4. Compliance with Laws:** Contractor shall comply, and be certain that its Services comply, with all applicable laws, ordinances, regulations, resolutions, licenses of record, permits of record, and other requirements applicable to the Services, in effect at the time of performance of the Services. Contractor shall furnish documents as may be required to evidence compliance with this section. Failure to comply with this section shall be grounds for District to immediately terminate the contract.
- 4.1 Discrimination:** Contractor shall comply with applicable local, state and federal laws prohibiting discrimination with regard to race, creed, color, national origin, sex, sexual orientation, including gender expression or identity, marital status, age or the presence of any sensory, mental or physical handicap.
- 4.2 Confidentiality:** Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall comply with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. Section 1232g
- 4.3 Criminal background screening:** Contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete and pass a comprehensive national background check. Contractor shall at minimum meet criminal background check standards adopted by the District's volunteer program. Criminal background checks should be completed at the contractor's expense prior to start of Services. Contractor, all its employees, volunteers, agents or subcontractors may be background checked using District's Washington Access to Criminal History account (WATCH) as required by the WATCH user agreement.
- 4.4 Individuals with criminal records:** Criminal records of Contractor, all its employees, volunteers, agents or subcontractors shall be examined using the District's procedure for reviewing volunteer applications with criminal records, or Contractor's own assessment tool if it is more rigorous than the District's.
- 4.5 Disqualifying criminal records:** pursuant to RCW 28A.400.330, Contractor, all its employees, volunteers, agents or subcontractors shall be prohibited from providing Services at a public school where there may be contact with children, if they pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW, sexual offenses under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Contractor shall furnish such documents as may be required to evidence such compliance.
- 4.6 Adult Sexual Misconduct Prevention awareness:** Prior to start of Service, contractor, all its employees, volunteers, agents or subcontractors providing Services at a public school shall complete the District's "Adult Sexual Misconduct Prevention training for volunteers" available on the District's website at no cost.
- 5. District Use:** All drawings, specifications, materials, information, property and other items obtained or developed in connection with the Services or the cost of which is included in the Reimbursable Expenses (including, but not limited to, documents, designs, drawings, plans, specifications, calculations, maps, sketches, notes, reports, data, estimates, reproductions, renderings, models, mock-ups, educational materials, curriculum and instructional material, books, workbooks,

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

videos, and completed Services and Services in progress), together with all rights associated with ownership of such items (such as copyright, patent, trade secret and other proprietary rights), shall become the property of District when so obtained or developed or when such expense is incurred, as the case may be, whether or not delivered to District. It is agreed by the Contractor that the services provided to the District are specially ordered or commissioned and that such services are rendered on a work-made-for-hire basis. This confirms ownership by the District of all right, title, and interest, including all right of copyright, in and to any work of authorship created under this agreement. If for any reason it is determined that services were not provided under a work-made-for-hire situation, the Contractor irrevocably and permanently assigns to the District all ownership interest to any work created under this Agreement. Contractor shall deliver such items, together with all materials, information, property and other items furnished by District or the cost of which is included in the Reimbursable Expenses, to District upon request and in any event upon the completion, termination or cancellation of this contract. However, Contractor may at its own expense retain copies of any such items for its own records or for use in the furtherance of its professional knowledge.

District shall have a permanent, assignable, nonexclusive, royalty-free license and right to use all concepts, methods, processes, products, writings and other items (whether or not copyrightable or patentable) developed or first reduced to practice in the performance of the Services or otherwise whether by Contractor, any of its subcontractors, or any employee(s) of Contractor in connection with this contract. District shall hold Contractor or its subcontractors harmless for District's reuse of documents on a project other than this project.

6. Workers' Compensation: Contractor expressly waives any immunity or limitations (e.g., on the type or amount of damages, compensation, benefits or liability payable by Contractor) that might otherwise be afforded under any industrial insurance, worker's compensation, disability benefit or similar law, rule, regulation or order of any governmental authority having jurisdiction (including, but not limited to, the Washington Industrial Insurance Act, Title 51 of the Revised Code of Washington). By executing this contract, Contractor acknowledges that the foregoing waiver has been mutually negotiated by the parties.

7. Termination for Breach by Contractor or for the Convenience of the District: District may terminate this contract at any time for material breach by the contractor, by written notice, in which case contractor shall be liable for the direct and incidental damages suffered by the District for such material breach, but not for consequential damages. In addition, District may, at its option, terminate all or a portion of the services not then performed under this contract at any time, for its convenience for any reason, by so notifying Contractor in writing. In the event of termination, all finished or unfinished documents and other materials as described above shall, at the option of District, become its property upon compensation therefore in accordance with this contract, and District shall indemnify and hold harmless Contractor and its agents and employees from any claims arising from District's subsequent use of such documents and other materials, except to the extent Contractor is solely or concurrently negligent. If the contract is terminated by District for the convenience of the District as provided herein, Contractor's compensation for the Services shall be (i) that portion of the compensation for services performed prior to termination, and (ii) proper compensation for reimbursable expenses. Under no circumstances shall District be liable for any consequential damages, including, but not limited to, loss of profits on other projects or of reputation incurred by Contractor as a result of such termination.

8. Miscellaneous:

8.1 General: This contract represents the entire and integrated agreement between District and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This contract may be amended only by written instrument signed by both District and Contractor. This contract shall be interpreted, construed, and enforced in all respects in accordance with the laws of the State of Washington. Venue in any litigation shall be in King County, Washington.

8.2 Independent Contractor: Contractor shall at all times be an independent contractor and not an agent or representative of District with regard to performance of the Services as authorized by this contract. Contractor shall not represent that it is, or hold itself out as, an agent or representative of District.

8.3 Indemnification: All activities performed by the Contractor are performed at its own risk, and Contractor shall indemnify, defend and hold the District harmless from any liability, claim, expense, damages or injuries to persons or property arising out of acts or omissions of Contractor, its employees, agents or subcontractors under this agreement, except to the extent caused by the District, its officers or agents.

SEATTLE PUBLIC SCHOOLS

Personal Services Contract

8.4 Debarment: Vendor, by accepting this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Vendor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.

8.5 Contractor Responsibility: Contractor shall provide and furnish all necessary tools, labor, materials, equipment and transportation, as necessary to perform the services. Contractor is liable for, among other things, employment and other taxes, personal health and car insurance, worker's compensation for its employees.

8.6 Assignment: Neither District nor Contractor shall assign, sublet or transfer any interest in this contract without the written consent of the other. Contractor shall not (by contract, operation of law or otherwise) delegate or subcontract performance of any Services to any other person or entity without the prior written consent of District.

8.7 District Policies and Procedures: Contractor agrees that all staff assigned to a District school or those that will provide services to District students under this contract shall comply with all District policies, procedures and guidelines.

8.8 Insurance: If (1) this contract, or any amendments to this contract exceed a total value of more than \$49,999, and (2) Contractor performs services on District property, the Contractor shall, prior to starting services, submit a certificate of insurance showing evidence of Contractor's commercial general liability insurance, with a limit of not less than \$1,000,000 per occurrence bodily injury, personal injury and property damage combined, including premises, operations, contractual and personal liability. Such insurance shall not be cancelled or reduced until 30 days prior written notice has been given to the District. If performance of the services involves regular unsupervised contact with minors, the District may require the Contractor to provide evidence of coverage for sexual abuse and molestation. If the contracted services involve professional services (including, but not limited to, medical, financial, legal, programming, design or educational services) the District may require the Contractor to provide evidence of professional liability coverage. If performance of the services requires use of an automobile, Contractor and its employees must have automobile liability insurance. Seattle Public Schools shall be named as additional insured on the contractor's general liability policy.

8.9 Conflict of Interest: Vendor understands and agrees that District employees and officers generally must not accept gifts or gratuities from people who may have an interest in District actions. Pursuant to Policy 5251, a District employee may only accept from a vendor: (1) advertising or promotional items of nominal value; (2) informational materials, subscriptions related to the recipient's performance of official duties; and food and beverages consumed at hosted receptions or hosted meals where attendance is related to the receiving employee's performance of official duties. Further, Vendor may not enter into any non-consumer business arrangement with any director, employee or agent of Seattle Public Schools, other than as a representative of the District, without prior written notification thereof to the District.

8.10 Cooperation with District Auditor and State Auditor: Vendor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to audit records of the Vendor relating to payment, performance, or performance under this contract, for three (3) years after completion of this contract. Failure to cooperate may be cause for debarment from award of future contracts.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 29, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/20/20
School (Only 1 Per Addendum):	John Muir Elementary
Community Based Organization (CBO):	UTSS Tutors
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020-8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT MODIFICATION*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	Description	COST CENTER (10 digit)	TOTAL
1L74	FEPP Levy		\$11,995
1CO1	Title	MUR5127AY0	20005
1A28	High Pov. Lap	MUR55274N0	94000
1AA7	Summer School Perf Reserve	MUL7927A70	27000
Total Payment Amount:			\$153,000

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

University Tutors for Seattle Schools (UTSS) will provide 9 tutors to John Muir Elementary. Tutors will provide math intervention, reading intervention and early childhood support working in classrooms or other school venues directed by Brenda Cuthbertson and Kate Schueler, appointed Site Coordinator.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

# of Tutors/Hours	Type	Description
5 Academic Tutors 4 days a week 36 weeks	3 Tier 2 Reading, 2 Math Intervention: LLI/Bridges Curriculum	Below grade level, small group pull-out tutoring; thirty to forty five minute blocks; research based curriculum; first - fifth grade; recess and lunch support between groups; collect data on students' progress; share student progress at quarterly data team meetings;
4 classrooms tutors 5 days a week 36 weeks	Kindergarten Support NOTE: If only 3 Ks, additional hours will transfer to Math Tutors	Provide academic and social, emotional support to Kindergarten students within the classroom; mix of pull out and in class support; individual and small group work; provide recess and lunch support for Kindergarteners through buddy groups

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda \geq \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Cassandra Johnston, UTSS, Exec. Director (206) 920-7230 cassandraj@utfors.org	<ul style="list-style-type: none"> Process and manage PSC with SPS, including providing all necessary paperwork for contract. Main CBO contact for building Principal or contract performance and hours summary Manage all insurance, accounting, payroll, and taxation services for UTSS.
Liz Ryan, UTSS Program Director (206) 414-8266 lizr@utfors.org	<ul style="list-style-type: none"> Process all tutor employment paperwork and background checks. Facilitate general UTSS Training and Orientation prior to commencement of tutors beginning work at school site. Provide 3 collaboration meetings for Site Coordinators across the school year. Remove and replace any tutor consistent with termination protocol
UTSS Tutors	<ul style="list-style-type: none"> Report to work on time and fulfill their contracted hours under the Site Coordinator's supervision. Maintain professionalism while interacting with staff and/or students at all times. Function as academic leaders with students, circulating in classrooms or working with individual students or small groups on classroom academic work under the Site Coordinator's supervision.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

	<ul style="list-style-type: none"> ● Collaborate with their classroom teacher(s) and the Site Coordinator to share their observations about students, using tools teachers design for that purpose. ● Request any foreseen absences at least 2 weeks prior to date of expected conflict and coordinate makeup hours missed if/when approved by the site coordinator. ● Notify UTSS, the Site Coordinator and/or any relevant staff as soon as possible for any unplanned or unapproved shift absences.
--	---

School Position Title <i>(Name if known)</i>	School Roles and Responsibilities
Kate Schueler UTSS Site Coordinator, Reading Intervention and Professional Development Coach	<ul style="list-style-type: none"> ● Meet with UTSS 3x/year - prior to tutor placement, mid-year and at year-end to share expectations and evaluate tutor program ● Assign tutors to classrooms/role responsibilities ● Train/supervise tutors & provide job description <ul style="list-style-type: none"> ○ Provide on-site specific orientation for all tutors (see the UTSS Site Coordinator Orientation Manual). This should include: <ul style="list-style-type: none"> ▪ School tour ▪ Method of student process of feedback to teacher/supervisor ▪ School safety procedures ▪ General info on school culture, rules, expectations, mottos for students ▪ School staff expectations and privileges ● Report any absences, tardiness or other UTSS staff issue to UTSS Program Director ● Monitor, track and analyze data for program effectiveness ● Complete walkthrough for UTSS effectiveness

CBO Resources	School Resources
Tutors	Curriculum materials
Program support and training	Manipulatives
	Lesson plans
	Data analysis
	Classrooms

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

<p>Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ● Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract. ● Identify the person or role responsible for completing the action as well as the date the item is due. ● Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
--

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: \$ 15,300
		Total number of months: 10 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables)</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	Payment Amount
Program/ Tutor Preparation	UTSS	Tutor Recruitment, employee paperwork processing, placement decision, general orientation, and training for tutors	Aug - Sept 2020 ongoing if needed	
Target Students	John Muir	Identify target students for services Ongoing support and direction of tutors in building	Beginning of the year and ongoing	
Site Coordinator Training and Support	UTSS	Meeting 3x/year to evaluate program effectiveness Site Coordinator Professional Development events	Throughout the year	
Billing and contract utilization	UTSS	Bi-monthly hours reports, monthly billing statements, contract utilization analysis at least 2x during the year	Ongoing throughout the year	\$15,300/month
TOTAL PAYMENT AMOUNT				\$153,000
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

- Recommendations:**
- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
 - It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
 - The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
 - Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school ___ is ___x___ is NOT requiring the CBO to report data to the school. *(Mark an "x" next to "is" or "is not")*

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION

*****This addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract (PSC)*****

Principal/School Representative
x Brenda Cuthbertson
 (Signature):

(Printed): Brenda Cuthbertson (Date) May 22, 2020

CBO Representative
x Cassandra Johnston
 (Signature):

(Printed): Cassandra Johnston (Date) 5.20.2020
 (Title): Executive Director

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 29, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/25/20
School (Only 1 Per Addendum):	Lincoln High School
Community Based Organization (CBO):	UTSS Tutors
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020-8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	\$60,000

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT MODIFICATION*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	Description	COST CENTER (10 digit)	TOTAL
1A28	Learning Assistance Program	LCR55274B0	\$60,000
Total Payment Amount:			\$60,000

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

University Tutors for Seattle Schools (UTSS) will provide 2-3 tutors to Lincoln High School. Tutors will deliver primarily math intervention and support to identified students during the day and also some before, after and Saturday times.

COVID-19 Contingency: If Covid-19 requires school closures, UTSS will work with school partners to make adjustments to services provided. These may include small group reading instruction, 1:1 remote tutoring sessions, on-line classroom instruction support, assignments/content by phone or in an online environment, etc. As in regular scenarios, UTSS will only charge for hours approved by a staff member and completed. A remote log will also be submitted.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table “School Roles and Responsibilities” below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Cassandra Johnston, UTSS, Exec. Director (206) 920-7230 cassandraj@utforss.org	<ul style="list-style-type: none"> ● Process and manage PSC with SPS, including providing all necessary paperwork for contract. ● Main CBO contact for building Principal or contract performance and hours summary ● Manage all insurance, accounting, payroll, and taxation services for UTSS.
Liz Ryan, UTSS Program Director (206) 414-8266 lizr@utforss.org	<ul style="list-style-type: none"> ● Process all tutor employment paperwork and background checks. ● Facilitate general UTSS Training and Orientation prior to commencement of tutors beginning work at school site. ● Provide 3 collaboration meetings for Site Coordinators across the school year. ● Remove and replace any tutor consistent with termination protocol

UTSS Tutors	<ul style="list-style-type: none"> ● Report to work on time and fulfill their contracted hours under the Site Coordinator’s supervision. ● Maintain professionalism while interacting with staff and/or students at all times. ● Function as academic leaders with students, circulating in classrooms or working with individual students or small groups on classroom academic work under the Site Coordinator’s supervision. ● Collaborate with their classroom teacher(s) and the Site Coordinator to share their observations about students, using tools teachers design for that purpose. ● Request any foreseen absences at least 2 weeks prior to date of expected conflict and coordinate makeup hours missed if/when approved by the site coordinator. ● Notify UTSS, the Site Coordinator and/or any relevant staff as soon as possible for any unplanned or unapproved shift absences.
-------------	---

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

School Position Title <i>(Name if known)</i>	School Roles and Responsibilities
Michelle Pentecost Academic Intervention Specialist <i>mpentecost@seattleschools.org</i>	<ul style="list-style-type: none"> ● Meet with UTSS 3x/year - prior to tutor placement, mid-year and at year-end to share expectations and evaluate tutor program ● Assign tutors to classrooms/role responsibilities ● Train/supervise tutors & provide job description <ul style="list-style-type: none"> ○ Provide on-site specific orientation for all tutors (see the UTSS Site Coordinator Orientation Manual). This should include: <ul style="list-style-type: none"> ▪ School tour ▪ Method of student process of feedback to teacher/supervisor ▪ School safety procedures ▪ General info on school culture, rules, expectations, mottos for students ▪ School staff expectations and privileges ● Report any absences, tardiness or other UTSS staff issue to UTSS Program Director ● Monitor, track and analyze data for program effectiveness ● Complete walkthrough for UTSS effectiveness

CBO Resources	School Resources
Tutors	Curriculum materials-
Program support and training	Manipulatives
	Lesson plans
	Data analysis
	Classrooms

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: \$6,000
		Total number of months: 10 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables)</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	Payment Amount
Program/ Tutor Preparation	UTSS	Tutor Recruitment, employee paperwork processing, placement decision, general orientation, and training for tutors	Aug - Sept 2020 ongoing if needed	\$60,000
Target Students	Lincoln High School	Identify target students for services Ongoing support and direction of tutors in building	Beginning of the year and ongoing	
Site Coordinator Training and Support	UTSS	Meeting 3x/year to evaluate program effectiveness Site Coordinator Professional Development events	Throughout the year	
Billing and contract utilization	UTSS	Bi-monthly hours reports, monthly billing statements, contract utilization analysis at least 2x during the year	Ongoing throughout the year	
TOTAL PAYMENT AMOUNT				\$60,000
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS (For CBOs providing regular direct services to students)

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION

*****This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)*****

Principal/School Representative

(Signature): 

(Printed): Ruth Medsker

(Date) 5/31/2020

CBO Representative

(Signature): 
X Cassandra K Johnston (Aug 17, 2020 11:13 PDT)

(Printed): Cassandra Johnston

(Date) 5.25.2020

(Title): Executive Director

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 29, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/25/20
School (Only 1 Per Addendum):	Asa Mercer Middle School
Community Based Organization (CBO):	UTSS Tutors
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020-8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	\$30,000

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT MODIFICATION*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	Description	COST CENTER (10 digit)	TOTAL
1A28	High Poverty Lap	MRR55274N0:7322	\$10,000
IF68	Levy	MRL7927TE0	\$20,000
Total Payment Amount:			\$30,000

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

University Tutors for Seattle Schools (UTSS) will provide 3 tutors to Asa Mercer Middle School.. Tutors will deliver primarily math intervention and support to identified 6th, 7th and 8th grade students.

COVID-19 Contingency: If Covid-19 requires school closures, UTSS will work with school partners to make adjustments to services provided. These may include small group reading instruction, 1:1 remote tutoring sessions, on-line classroom instruction support, assignments/content by phone or in an online environment, etc. As in regular scenarios, UTSS will only charge for hours approved by a staff member and completed. A remote log will also be submitted.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda \geq \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Cassandra Johnston, UTSS, Exec. Director (206) 920-7230 cassandraj@utfors.org	<ul style="list-style-type: none"> • Process and manage PSC with SPS, including providing all necessary paperwork for contract. • Main CBO contact for building Principal or contract performance and hours summary • Manage all insurance, accounting, payroll, and taxation services for UTSS.
Liz Ryan, UTSS Program Director (206) 414-8266 lizr@utfors.org	<ul style="list-style-type: none"> • Process all tutor employment paperwork and background checks. • Facilitate general UTSS Training and Orientation prior to commencement of tutors beginning work at school site. • Provide 3 collaboration meetings for Site Coordinators across the school year. • Remove and replace any tutor consistent with termination protocol

UTSS Tutors	<ul style="list-style-type: none"> • Report to work on time and fulfill their contracted hours under the Site Coordinator's supervision. • Maintain professionalism while interacting with staff and/or students at all times. • Function as academic leaders with students, circulating in classrooms or working with individual students or small groups on classroom academic work under the Site Coordinator's supervision. • Collaborate with their classroom teacher(s) and the Site Coordinator to share their observations about students, using tools teachers design for that purpose. • Request any foreseen absences at least 2 weeks prior to date of expected conflict and coordinate makeup hours missed if/when approved by the site coordinator. • Notify UTSS, the Site Coordinator and/or any relevant staff as soon as possible for any unplanned or unapproved shift absences.
-------------	---

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

School Position Title (Name if known)	School Roles and Responsibilities
Math Coach	<ul style="list-style-type: none"> ● Meet with UTSS 3x/year - prior to tutor placement, mid-year and at year-end to share expectations and evaluate tutor program ● Assign tutors to classrooms/role responsibilities ● Train/supervise tutors & provide job description <ul style="list-style-type: none"> ○ Provide on-site specific orientation for all tutors (see the UTSS Site Coordinator Orientation Manual). This should include: <ul style="list-style-type: none"> ▪ School tour ▪ Method of student process of feedback to teacher/supervisor ▪ School safety procedures ▪ General info on school culture, rules, expectations, mottos for students ▪ School staff expectations and privileges ● Report any absences, tardiness or other UTSS staff issue to UTSS Program Director ● Monitor, track and analyze data for program effectiveness ● Complete walkthrough for UTSS effectiveness

CBO Resources	School Resources
Tutors	Curriculum materials-
Program support and training	Manipulatives
	Lesson plans
	Data analysis
	Classrooms

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: \$3,000
		Total number of months: 10 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables)</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	Payment Amount
Program/ Tutor Preparation	UTSS	Tutor Recruitment, employee paperwork processing, placement decision, general orientation, and training for tutors	Aug - Sept 2020 ongoing if needed	\$30,000
Target Students	Asa Mercer Middle School	Identify target students for services Ongoing support and direction of tutors in building	Beginning of the year and ongoing	
Site Coordinator Training and Support	UTSS	Meeting 3x/year to evaluate program effectiveness Site Coordinator Professional Development events	Throughout the year	
Billing and contract utilization	UTSS	Bi-monthly hours reports, monthly billing statements, contract utilization analysis at least 2x during the year	Ongoing throughout the year	
TOTAL PAYMENT AMOUNT				\$30,000
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school is x is NOT requiring the CBO to report data to the school. *(Mark an "x" next to "Is" or "Is not")*

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION

This addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract (PSC)

Principal/School Representative

(Signature): x 

(Printed): Cindy Watters
Principal
Mercer Middle School

(Date) 5/27/2020

CBO Representative

(Signature): x 

(Printed): Cassandra Johnston

(Date) 5.25.2020

(Title): Executive Director

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 29, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/20/20
School (Only 1 Per Addendum):	Northgate Elementary
Community Based Organization (CBO):	UTSS Tutors
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020-8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT MODIFICATION*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	Description	COST CENTER (10 digit)	TOTAL
1L74	Levy	NGL7927EJ0	\$80,000
Total Payment Amount:			\$80,000

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

University Tutors for Seattle Schools (UTSS) will provide 4 tutors to Northgate Elementary. Tutors will deliver primarily literacy and Dragon Block intervention working with students under the direction of the Academic Intervention Specialist.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table “School Roles and Responsibilities” below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Cassandra Johnston, UTSS, Exec. Director (206) 920-7230 cassandraj@utfors.org	<ul style="list-style-type: none"> ● Process and manage PSC with SPS, including providing all necessary paperwork for contract. ● Main CBO contact for building Principal or contract performance and hours summary ● Manage all insurance, accounting, payroll, and taxation services for UTSS.
Liz Ryan, UTSS Program Director (206) 414-8266 lizr@utfors.org	<ul style="list-style-type: none"> ● Process all tutor employment paperwork and background checks. ● Facilitate general UTSS Training and Orientation prior to commencement of tutors beginning work at school site. ● Provide 3 collaboration meetings for Site Coordinators across the school year. ● Remove and replace any tutor consistent with termination protocol

UTSS Tutors	<ul style="list-style-type: none"> ● Report to work on time and fulfill their contracted hours under the Site Coordinator’s supervision. ● Maintain professionalism while interacting with staff and/or students at all times. ● Function as academic leaders with students, circulating in classrooms or working with individual students or small groups on classroom academic work under the Site Coordinator’s supervision. ● Collaborate with their classroom teacher(s) and the Site Coordinator to share their observations about students, using tools teachers design for that purpose. <ul style="list-style-type: none"> ● Request any foreseen absences at least 2 weeks prior to date of expected conflict and coordinate makeup hours missed if/when approved by the site coordinator. ● Notify UTSS, the Site Coordinator and/or any relevant staff as soon as possible for any unplanned or unapproved shift absences.
-------------	---

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

School Position Title (Name if known)	School Roles and Responsibilities
<p><i>Susan Chua</i> <i>Academic Intervention Specialist, Reading</i></p>	<ul style="list-style-type: none"> ● Meet with UTSS 3x/year - prior to tutor placement, mid-year and at year-end to share expectations and evaluate tutor program ● Assign tutors to classrooms/role responsibilities ● Train/supervise tutors & provide job description <ul style="list-style-type: none"> ○ Provide on-site specific orientation for all tutors (see the UTSS Site Coordinator Orientation Manual). This should include: <ul style="list-style-type: none"> ▪ School tour ▪ Method of student process of feedback to teacher/supervisor ▪ School safety procedures ▪ General info on school culture, rules, expectations, mottos for students ▪ School staff expectations and privileges ● Report any absences, tardiness or other UTSS staff issue to UTSS Program Director ● Monitor, track and analyze data for program effectiveness ● Complete walkthrough for UTSS effectiveness

CBO Resources	School Resources
Tutors	Curriculum materials-
Program support and training	Manipulatives
	Lesson plans
	Data analysis
	Classrooms

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: \$ 8,000
		Total number of months: 10 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables)</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	Payment Amount
Program/ Tutor Preparation	UTSS	Tutor Recruitment, employee paperwork processing, placement decision, general orientation, and training for tutors	Aug - Sept 2020 ongoing if needed	\$80,000
Target Students	John Muir	Identify target students for services Ongoing support and direction of tutors in building	Beginning of the year and ongoing	
Site Coordinator Training and Support	UTSS	Meeting 3x/year to evaluate program effectiveness Site Coordinator Professional Development events	Throughout the year	
Billing and contract utilization	UTSS	Bi-monthly hours reports, monthly billing statements, contract utilization analysis at least 2x during the year	Ongoing throughout the year	
TOTAL PAYMENT AMOUNT				\$80,000
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS (For CBOs providing regular direct services to students)

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school ___ is ___x___ is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION

*****This addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract (PSC)*****

Principal/School Representative


X Fauntleroy (Aug 17, 2020 11:18 PDT)

(Signature): _____

(Printed): Dedy Fauntleroy

(Date) Aug 17, 2020

CBO Representative


X Cassandra K. Johnston (Aug 17, 2020 11:15 PDT)

(Signature): _____

(Printed): Cassandra Johnston

(Date) 5.20.2020

(Title): Executive Director

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Note: This Addendum is intended to accompany a Seattle Public Schools Personal Service Contract (PSC) with the named organization and is required for schools purposing Families, Education, Preschool & Promise Levy funds toward services defined. Addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract.

Due Dates:

May 29, 2020	<ul style="list-style-type: none"> DRAFT, unsigned PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)
May 29, 2020	<ul style="list-style-type: none"> FINAL, signed PSC Addendum posted to DEEL SharePoint and sent to Seattle Public Schools (Marie Guzzardo maguzzardo@seattleschools.org) CBOs must submit a copy of current W-9, Certificate of Insurance, and Washington State Business License to Seattle Public Schools (Marie Guzzardo, maguzzardo@seattleschools.org)

Contract Draft Date:	5/25/20
School (Only 1 Per Addendum):	Chief Sealth High School
Community Based Organization (CBO):	UTSS Tutors
Contract Term of Agreement: (MM/DD/YYYY to MM/DD/YYYY)	9/1/2020-8/31/2021 <i>*Dates must be between 9/1/2020 and 8/31/2021</i>
Total Payment Amount:	\$50,000

*****ANY FUTURE CHANGE IN SERVICE, INCREASE, AND/OR DECREASE IN SERVICE COSTS
REQUIRES A CONTRACT MODIFICATION*****

SECTION 1: FUNDING SOURCE (To be completed by school)

FUND CODE (4 digit)	Description	COST CENTER (10 digit)	TOTAL
1H48		SHL7927YJ0	\$50,000
		Total Payment Amount:	\$50,000

SECTION 2: SCOPE OF WORK (To be completed by school and/or CBO)

Please outline the work the CBO is expected to complete.

Recommendations:

- Be specific in detailing the nature of the CBO's work/key activities and the specific services to be provided.
- Specify the number of students served and the frequency and duration of activities and/or events.

Overview:

University Tutors for Seattle Schools (UTSS) will provide 2-3 tutors to Chief Sealth High School. Tutors will work with teacher and self-referred students in the learning lab during the school day as well after school..

COVID-19 Contingency: If Covid-19 requires school closures, UTSS will work with school partners to make adjustments to services provided. These may include small group or 1:1 remote tutoring sessions, on-line classroom instruction support, assignments/content by phone or in an online environment, etc. As in regular scenarios, UTSS will only charge for hours approved by a staff member and completed. A remote log will also be submitted.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table "School Roles and Responsibilities" below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Cassandra Johnston, UTSS, Exec. Director (206) 920-7230 cassandraj@utfors.org	<ul style="list-style-type: none"> • Process and manage PSC with SPS, including providing all necessary paperwork for contract. • Main CBO contact for building Principal or contract performance and hours summary • Manage all insurance, accounting, payroll, and taxation services for UTSS.
Liz Ryan, UTSS Program Director (206) 414-8266 lizr@utfors.org	<ul style="list-style-type: none"> • Process all tutor employment paperwork and background checks. • Facilitate general UTSS Training and Orientation prior to commencement of tutors beginning work at school site. • Provide 3 collaboration meetings for Site Coordinators across the school year. • Remove and replace any tutor consistent with termination protocol

UTSS Tutors	<ul style="list-style-type: none"> • Report to work on time and fulfill their contracted hours under the Site Coordinator's supervision. • Maintain professionalism while interacting with staff and/or students at all times. • Function as academic leaders with students, circulating in classrooms or working with individual students or small groups on classroom academic work under the Site Coordinator's supervision. • Collaborate with their classroom teacher(s) and the Site Coordinator to share their observations about students, using tools teachers design for that purpose. • Request any foreseen absences at least 2 weeks prior to date of expected conflict and coordinate makeup hours missed if/when approved by the site coordinator. • Notify UTSS, the Site Coordinator and/or any relevant staff as soon as possible for any unplanned or unapproved shift absences.
-------------	---

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

School Position Title (Name if known)	School Roles and Responsibilities
Aida Frasier Hammer Principal aifraserhamm@seattle schools.org	<ul style="list-style-type: none"> ● Meet with UTSS 3x/year - prior to tutor placement, mid-year and at year-end to share expectations and evaluate tutor program ● Assign tutors to classrooms/role responsibilities ● Train/supervise tutors & provide job description <ul style="list-style-type: none"> ○ Provide on-site specific orientation for all tutors (see the UTSS Site Coordinator Orientation Manual). This should include: <ul style="list-style-type: none"> ▪ School tour ▪ Method of student process of feedback to teacher/supervisor ▪ School safety procedures ▪ General info on school culture, rules, expectations, mottos for students ▪ School staff expectations and privileges ● Report any absences, tardiness or other UTSS staff issue to UTSS Program Director ● Monitor, track and analyze data for program effectiveness ● Complete walkthrough for UTSS effectiveness

CBO Resources	School Resources
Tutors	Curriculum materials-
Program support and training	Manipulatives
	Lesson plans
	Data analysis
	Classrooms

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021	
Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: \$5,000
		Total number of months: 10 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables)</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	Payment Amount
Program/ Tutor Preparation	UTSS	Tutor Recruitment, employee paperwork processing, placement decision, general orientation, and training for tutors	Aug - Sept 2020 ongoing if needed	\$50,000
Target Students	Chief Sealth High School	Identify target students for services Ongoing support and direction of tutors in building	Beginning of the year and ongoing	
Site Coordinator Training and Support	UTSS	Meeting 3x/year to evaluate program effectiveness Site Coordinator Professional Development events	Throughout the year	
Billing and contract utilization	UTSS	Bi-monthly hours reports, monthly billing statements, contract utilization analysis at least 2x during the year	Ongoing throughout the year	
TOTAL PAYMENT AMOUNT				\$50,000
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

City of Seattle Families, Education, Preschool & Promise Levy
 Personal Services Contract Addendum School Year 2020-21

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information
- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school is is NOT requiring the CBO to report data to the school. *(Mark an "x" next to "is" or "is not")*

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION

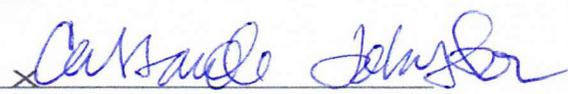
This addendum is not binding without a Seattle Public Schools approved and fully executed Personal Services Contract (PSC)

Principal/School Representative

(Signature): x 

(Printed): Aida Fraser-Hammer (Date) 5/28/2020

CBO Representative

(Signature): x 

(Printed): Cassandra Johnston (Date) 5.25.2020

(Title): Executive Director

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

academic pursuits. Tutors can serve as circulating classroom assistants, lead small groups or provide individual academic support sessions either in class or other designated school spaces during regular school hours. Additionally, UTSS tutors can serve before and after school, on Saturdays, and in school-authorized academic programs during mid-winter and spring vacations.”

At West Seattle Elementary, tutors will support students in a variety of settings in order to effectively respond to student needs. In some cases, UTSS tutors will circulate to support tier 1 students, freeing up the classroom teacher to support tier 2 and 3 intervention. In other cases, UTSS tutors will lead small group intervention lessons to tier 2 students. These lessons will make use of WSE approved curriculum materials. Classroom teachers will be responsible for training tutors on how to use their desired resources and materials. Additionally, UTSS tutors will support school staff in leader spring break camp and after school clubs and homework support.

SECTION 3: ROLES, RESPONSIBILITIES, AND RESOURCES *(To be completed by school and CBO)*

Please outline the key people and their functions.

Recommendations:

- Name all relevant school and CBO positions (e.g. Site Coordinator, Staff Members, Volunteer Coordinator, Principal, Levy Coordinator, Teachers, etc.). Provide the names, contact information, availability, and specific responsibilities for each individual. Detail the work to be performed as well as the specific contributions each person will provide.
- Specify resources provided by both organizations (e.g. curriculum, textual materials, rooms, access to photocopiers, etc.).

Requirement:

- Administrators managing contract addenda ≥ \$25,000 must complete observations of CBO program implementation. A toolkit including a basic walkthrough assessment tool will be provided to schools. Please include this requirement in table “School Roles and Responsibilities” below.

CBO Position Title <i>(Name if known)</i>	CBO Roles and Responsibilities
Cassandra Johnston, UTSS, Exec. Director (206) 920-7230 cassandraj@utfors.org	<ul style="list-style-type: none"> ● Process and manage PSC with SPS, including providing all necessary paperwork for contract. ● Main CBO contact for building Principal or contract performance and hours summary ● Manage all insurance, accounting, payroll, and taxation services for UTSS.
Liz Ryan, UTSS Program Director (206) 414-8266 lizr@utfors.org	<ul style="list-style-type: none"> ● Process all tutor employment paperwork and background checks. ● Facilitate general UTSS Training and Orientation prior to commencement of tutors beginning work at school site. ● Provide 3 collaboration meetings for Site Coordinators across the school year. ● Remove and replace any tutor consistent with termination protocol
UTSS Tutors	<ul style="list-style-type: none"> ● Report to work on time and fulfill their contracted hours under the Site Coordinator’s supervision. ● Maintain professionalism while interacting with staff and/or students at all times. ● Function as academic leaders with students, circulating in classrooms or working with individual students or small groups on classroom academic work under the Site Coordinator’s supervision. ● Collaborate with their classroom teacher(s) and the Site Coordinator to share their observations about students, using tools teachers design for that purpose.

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

	<ul style="list-style-type: none"> ● Request any foreseen absences at least 2 weeks prior to date of expected conflict and coordinate makeup hours missed if/when approved by the site coordinator. ● Notify UTSS, the Site Coordinator and/or any relevant staff as soon as possible for any unplanned or unapproved shift absences.
--	---

School Position Title <i>(Name if known)</i>	School Roles and Responsibilities
Don Noble Site Coordinator	<ul style="list-style-type: none"> ● Meet with UTSS 3x/year - prior to tutor placement, mid-year and at year-end to share expectations and evaluate tutor program ● Assign tutors to classrooms/role responsibilities ● Train/supervise tutors & provide job description <ul style="list-style-type: none"> ○ Provide on-site specific orientation for all tutors (see the UTSS Site Coordinator Orientation Manual). This should include: <ul style="list-style-type: none"> ▪ School tour ▪ Method of student process of feedback to teacher/supervisor ▪ School safety procedures ▪ General info on school culture, rules, expectations, mottos for students ▪ School staff expectations and privileges ● Report any absences, tardiness or other UTSS staff issue to UTSS Program Director ● Monitor, track and analyze data for program effectiveness ● Complete walkthrough for UTSS effectiveness

CBO Resources	School Resources
Tutors	Curriculum materials- LLI, SIPPS, CCC small group lessons, Rethink Mathematics
Program support and training	Manipulatives
	Lesson plans
	Data analysis
	Classrooms

SECTION 4: DELIVERABLES AND BUDGET *(To be completed by school and CBO)*

Please specify the contract payment type and then provide a description, deadline, and corresponding payment amount for the goods or services the CBO will complete or perform during the tenure of the contract.

Recommendations:

- Review your scope of work and bullet the specific deliverables the organization will complete during the tenure of the contract.
- Identify the person or role responsible for completing the action as well as the date the item is due.
- Include enrollment/service capacity of your program to ensure monthly service levels invoiced for are at appropriate amounts
- If you are using a deliverable-based payment contract, specify the amount the organization will receive upon successfully completing the item.

Contract term dates:	Start Date: September 1, 2020 End Date: August 31, 2021
-----------------------------	--

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

Contract payment type:	<input checked="" type="checkbox"/> Fixed-Payment Schedule <i>(payments issued in equal monthly installments, during the contract period, following service provision, and invoice approval and processing)</i>	Monthly payment amount: \$ 4,400
		Total number of months: 10 months
	<input type="checkbox"/> Fee-for-Service <i>(payment issued upon completion of pre-determined services/deliverables)</i>	

SUMMARY OF DELIVERABLES				
Item	Entity Responsible	Action	Due Date	Payment Amount
	CBO	Provide 3 tutors at 19.5 hours for a total of 58.5 tutoring hours per week for 30 weeks.	Ongoing, beginning, middle and end of the year	\$44,000
	CBO	Assign 3 tutors to West Seattle Elementary	Beginning of the year	
	West Seattle Elementary	Assign tutors roles and responsibilities within school	Beginning of the year	
	West Seattle Elementary	Monitor and evaluate the effectiveness of UTSS interventions, reevaluate and make changes to tutor roles as needed.	Ongoing	
TOTAL PAYMENT AMOUNT				\$44,000
<i>(Should equal Total Payment Amount on pg.1)</i>				

REQUIRED: CBO agrees to adopt Levy outcome/indicator targets once they are received by the school from the City of Seattle's Department of Education and Early Learning.

SECTION 5 (OPTIONAL): CBO REPORTS TO SCHOOLS *(For CBOs providing regular direct services to students)*

Please specify the quantitative and qualitative data elements the CBO must provide to the school principal. Please note the frequency of report delivery.

Recommendations:

- Detail any data collection/analysis efforts you expect the CBO to perform. Specify quantitative and qualitative elements as well as the frequency and in what format it must be provided to the school.
- It is important to remember that invoices for service generally include basic information on deliverables and cannot provide any identifiable student information

**City of Seattle Families, Education, Preschool & Promise Levy
Personal Services Contract Addendum School Year 2020-21**

- The items listed should help ensure completion of deliverables and progress toward Outcome/Indicator Targets.
- Reports are not limited to the items below. Additional items can be added by the school during the contract period.

The school is is NOT requiring the CBO to report data to the school. (Mark an "x" next to "is" or "is not")

ITEM	DELIVERY DATE OR FREQUENCY	DESCRIPTION

***This addendum is not binding without a Seattle Public Schools approved
and fully executed Personal Services Contract (PSC)***

Principal/School Representative

(Signature): Pamela K Conyers

(Printed): Pamela McCowan-Conyers (Date) 5/27/20

CBO Representative

(Signature): Cassandra Johnston

(Printed): Cassandra Johnston (Date) 5.20.2020

(Title): Executive Director

COMMUNITY BASED ORGANIZATION
DATA SHARING AGREEMENT BETWEEN
SEATTLE SCHOOL DISTRICT NO. 1 AND
University Tutors for Seattle Schools

We encourage all partners requesting a Data Sharing Agreement to formalize their partnership with Seattle Public Schools by completing a Memorandum of Understanding/Agreement (MOU/A), Personal Services Contract (PSC) or other formal contract. Please include your reference number here if applicable:

Contract #: (submitted for Board approval)

Superintendent Procedure 4265SP requires an inventory of partnerships for a district-wide database. To assist in the maintenance of this inventory, please list the school(s) your organization is currently serving: Northgate, Wing Luke, John Muir, West Seattle Elementary; Mercer and Madison Middle School; Lincoln, Chief Sealth, Ingraham High Schools

This Data Sharing Agreement (“DSA”) is entered into between Seattle School District No. 1, a Washington municipal corporation (“District”) and University Tutors for Seattle Schools (“Requestor”), a community based organization that provides in-school and remote classroom tutor and other support services to District students. This contract has the following overriding goals:

1. Preserving the anonymity of student identities, including assurance that identifiable student data is not released to third parties;
2. Enhancing the ability of the District and the Requestor to improve academic achievement for District students by allowing access to individual student records consistent with the requirements of the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232g; and
3. Accurately measuring the District and the Requestor’s progress toward improving student outcomes and indicators, and meeting set targets and other goals.

NOW, THEREFORE, THE DISTRICT AND University Tutors for Seattle Schools AGREE AS FOLLOWS:

I. OBLIGATIONS OF REQUESTOR

The Requestor, representing all members of the organization, shall ensure the confidentiality of student data through the following methods:

- a. The Requestor’s data custodian(s) designated in Section I(1) shall complete the District’s Data Stewardship Training annually.
- b. The Requestor shall provide the District with a list of students enrolled in the program and their student ID numbers and update the list of enrolled students on a monthly basis to remove students who cease participating in the program.

c. The Requestor shall strictly comply with all state and federal laws that apply to the use and release of the data, including but not limited to FERPA and its regulations, set forth at 34 C.F.R. § Part 99. When necessary to comply with FERPA, the Requestor shall procure the consent of parents or eligible students to the release and use of the data, and shall maintain and make written proof of parent or student consent available to the District.

1. The District has granted the following programs the Institutional Service

Designation:

- i. University Tutors for Seattle Schools
- ii.

2. The following programs must submit consent forms to access student data:

- i.
- ii.

d. The Requestor shall comply with the re-disclosure limitations set forth in FERPA, including 34 C.F.R. § Part 99.33.

e. The Requestor shall restrict access to the data only to (i) the person or persons who provide direct services to District students; or (ii) the person or persons within the Requestor's organization who have been tasked with analyzing the data; and make those persons aware of, and agree to abide by, the terms set forth in this DSA.

f. The Requestor shall not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in this DSA, unless such disclosure is required by law or court order.

g. The Requestor shall not distribute, reprint, alter, sell, assign, edit, modify or create derivative works or any ancillary materials from or with the data, other than publications permitted under Sections I(m) and I(n).

h. The Requestor shall not use data shared under this DSA for any purpose other than the goals outlined in this DSA. Nothing in the DSA shall be construed to authorize Requestor to have access to additional data from the District that is not included in the scope of the DSA (or addenda). Requestor understands that the DSA does not convey ownership of the data to Requestor.

i. The Requestor shall take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data. Reasonable security precautions and protections include, but are not limited to:

1. Creating, distributing, and implementing data governance policies and procedures which protect District data through appropriate administrative, technical, and physical security safeguards, and outline staff responsibilities for maintaining data security;
2. Encrypting all District data carried on mobile computers/devices;
3. Encrypting District data before it is transmitted electronically;

4. Requiring that users be uniquely identified and authenticated before accessing District data;
 5. Establish and enforce well-defined data privilege rights which restrict users' access to the data necessary for them to perform their job functions;
 6. Ensuring that all staff accessing District data sign an affidavit of nondisclosure, attached as Exhibit A, and maintain copies of signed affidavits;
 7. Securing access to any physical areas/electronic devices where sensitive data are stored;
 8. Installing a firewall to permit or deny network transmissions based upon a set of rules;
 9. Installing anti-virus software to protect the network.
- j. The Requestor shall report all known or suspected breaches of District data, in any format, to the District's Data Reporting team datareporting@seattleschools.org immediately, but no later than twenty-four hours. As soon as possible, but no later than two business days, a report will also need to be delivered that shall include (1) the name, job title, and contact information of the person reporting the incident; (2) the name, job title, and contact information of the person who discovered the incident; (3) date and time the incident was discovered; (4) nature of the incident (e.g., system level electronic breach, an electronic breach of one computer or device, or a breach of hard copies of records; (5) a description of the information lost or compromised; (6) name of electronic system and possible interconnectivity with other systems; (7) storage medium from which information was lost or compromised; (8) controls in place to prevent unauthorized use of the lost or compromised information; (9) number of individuals potentially affected; and (10) whether law enforcement was contacted.
- k. The Requestor shall securely and permanently destroy the data, and any and all hard and soft (electronic) copies thereof, upon the termination of this DSA. Requestor agrees to require all employees, contractors, or agents of any kind using the District data to comply with this provision. Requestor agrees to document the methods used to destroy the data, and upon request, provide certification to the District that the data has been destroyed.
- l. For purposes of this DSA and ensuring Requestor's compliance with the terms of this DSA and all application of state and Federal laws, Requestor designates Elizabeth Ryan (or an alternative designee specified in writing) the temporary custodian of the data that the District shares with the Requestor. The District will release all data and information under this DSA to said named temporary custodian. Elizabeth Ryan shall be responsible for transmitting all data requests and maintaining a log or other record of all data requested and received pursuant to the DSA, including confirmation of the return or destruction of data as described below. The District or its agents may, upon request, review the records the Requestor is required to keep under this DSA. The District designates its Partnership Data and Systems Manager (or an alternative designee specified in writing) as its liaison for all communications with the Requestor regarding this DSA.
- m. The Requestor has the right consistent with scientific standards, to present, publish, or use student results it has gained in the course of its analysis, but only if the publication, presentation, or use does not include personally identifiable information of parents, students, or teachers, and is outside the bounds of a research study. Should the Requestor use or collect data for the purpose of conducting a research study, Requestor will separately submit an External Research Request. To determine whether data use/collection

constitutes a research study, Requestor shall reference the Research Guidelines (www.seattleschools.org/REA) from the Seattle Public Schools Research & Evaluation office.

n. Should the Requestor present, publish, or use student results it has gained in the course of its analysis under Section I(m), Requestor shall adhere to the following terms:

1. The Requestor shall not publish, present, or use reports that include a cell size of less than 10. Reports must mask these cells so that the results are not revealed.
2. Publications and reports of data and information shared, including preliminary descriptions and draft reports, shall involve only aggregate data and no personally identifiable information or other information that could lead to the identification of any student, parent, or teacher.
3. No less than 15 business days prior to public disclosure of its data analysis, Requestor will provide the District a manuscript or other draft of the proposed public disclosure. Within 15 business days following receipt thereof, the District will notify Requestor in writing if the proposed disclosure contains any confidential information and specify the portions of the proposed disclosure requiring redaction.
4. The Requestor shall provide the District, free of charge and within thirty (30) days, a copy of any report that is generated using the data.
5. Reports or articles based on data obtained from Seattle Public Schools under this DSA must include the following acknowledgment: This report/article was made possible, in part, by the support of Seattle Public Schools. Opinions contained in this report/article reflect those of the author and do not necessarily reflect those of Seattle Public Schools. The District must be cited as the source of the data in all tables, reports, presentations, and papers.

o. The Requestor acknowledges that any violation of this DSA and/or the provisions of FERPA or accompanying regulations related to the nondisclosure of protected student information constitutes just cause for the District to immediately terminate this DSA.

p. To seek access to the District's Tableau dashboard, Student-at-a-Glance, Requestor will complete the Contractor Network Account Request Form to ensure creation of the necessary security credentials to use that dashboard.

II. OBLIGATIONS OF DISTRICT

During the term of this DSA, the District shall:

- a. Prepare and deliver student demographic and academic data as defined in Appendix A - Data File Description.
- b. Provide Data Stewardship training for data custodian.

III. PAYMENT

No payments will be made under this agreement by either party.

IV. INDEMNIFICATION

a. University Tutors for Seattle Schools agrees that to the fullest extent permitted by law, University Tutors for Seattle Schools will hold harmless, defend, and indemnify the District, its agents, employees and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys’ fees, taxes, expenses of litigation, judgments, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by University Tutors for Seattle Schools under this DSA. The terms of this section shall survive termination of this DSA.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the University Tutors for Seattle Schools, its agents, employees, and board members from any liability, cost or expense, including without limitation penalties, losses, damages, attorneys’ fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, to the extent arising out of or resulting from any act or omission by District under this DSA. The terms of this section shall survive termination of this DSA.

V. NOTICES

All notices contemplated or required under this DSA shall be in writing and delivered by hand or U.S. Mail as follows:

To the District: **Executive Director, Technology Services and Chief Legal Counsel**
 Department of Technology **Office of General Counsel**
 Seattle Public Schools Seattle Public Schools
 PO Box 34165, MS 21-350 PO Box 34165 MS 32-151
 Seattle, WA 98124-1165 Seattle, WA 98124-1165

**and Partnership Data and
Systems Manager**
 Seattle Public Schools
 PO Box 34165, MS 33-160
 Seattle, WA 98124-1165

To the [name of agency and address]: University Tutors for Seattle Schools
 4111 E Madison St Suite 2, Box 53
 Seattle, WA 98112

Data custodian name: Elizabeth Ryan
Data custodian email: lizr@utfors.org

VI. TERM

This DSA will allow for the District to provide the Requestor with student demographic and academic data, as defined in Appendix A, for the 2020-2021 school year and historical academic data on records with the

District. The DSA shall become effective on the date when the last party to sign has executed this DSA and shall remain in effect until December 31, 2021, unless terminated under the terms of Paragraph VII below.

VII. TERMINATION

The District may terminate this DSA, with 30 days written notice to University Tutors for Seattle Schools _____, at any time, for any reason. In addition, District may terminate this DSA at any time if it determines such action is necessary for the health, safety or education of students or staff. University Tutors for Seattle Schools _____ may terminate this DSA, with 90 days written notice to the District, at any time, for any reason.

VIII. MISCELLANEOUS PROVISIONS

- a. Entire Agreement. This DSA constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided herein.
- b. Amendment. Modifications to this DSA must be in writing and be signed by each party.
- c. Governing Law. The terms of this DSA shall be interpreted according to and enforced under the laws of the State of Washington. The parties agree that any judicial proceedings filed by the parties regarding this DSA will take place in Seattle, Washington.
- d. Severability. If any provision of this DSA is held invalid or unenforceable, the remainder of the DSA will not be affected, but continue in full force.
- e. Assignment. Neither party shall assign its rights or responsibilities under this DSA, unless it receives written permission from the other party.
- f. Non-Waiver. Any express waiver or failure to exercise promptly any right under this DSA will not create a continuing waiver or any expectation of non-enforcement.
- g. Counterparts. The parties agree that this DSA may be executed in one or more counterparts, each of which shall constitute an enforceable original of the DSA, and that facsimile signatures shall be as effective and binding as original signatures.
- h. Debarment. Requestor, by executing this contract, warrants that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any local, state or federal department or agency. Requestor agrees to be bound by the terms of School Board Policy No. 6973, which provides additional requirements applicable to debarment of contractors from receiving future contracts with SPS.
- i. Cooperation with District Auditor and State Auditor: Requestor agrees to provide reasonable cooperation with any inquiry by either the district or State Auditor relating to the performance of this contract. The District has the right to annually audit records of the Requestor relating to performance under this contract. Failure to cooperate may be cause for debarment from award of future contracts.

By signing below, each signatory represents that it has the authority to execute this DSA.

SEATTLE SCHOOL DISTRICT NO. 1

Signature

Printed Name

Title

Date

University Tutors for Seattle Schools

Cassandra K Johnston

Signature

Cassandra K Johnston

Printed Name

Executive Director

Title

9/30/2020

Date

APPENDIX A: DATA FILE DESCRIPTION

Files will be sent through a secure server automatically, once the student ID list is submitted and data sharing agreement is signed by both parties.

Category	Item
Demographics	Student ID SSID Last Name First Name Current School Current Grade DOB Gender Race/Ethnicity ELL Status SPED Status 504 Status Advanced Learning Status Primary Language Home Language Living With Status Phone Number Projected Grad Year On Track for High School Graduation
Grade Mark History	Course Term Course Code Course Title Course Subject Group Course Subject Teacher Name(s) Period Course Start Date Course End Date Coursework Status Mark Type Mark Term Mark Credits Attempted Credits Earned

Category	Item
State Assessment History	Test Season Test Grade Subject Area State Test Name Test Attempt Score Level Code Met Standard
District Assessment History - MAP	Test Season Test Grade Subject Area Test Name RIT Score Percentile Rank Met Typical Growth, Fall to Fall Met Typical Growth, Spring to Spring Met Typical Growth, Fall to Spring
Daily Attendance History	Attendance Date % Day Absent % Day Unexcused Day Tardy Count Month Semester, Quarter, Trimester
Period Absence History	Absence Date Absence Period Absence Type Course Absent Excused Type Absence Reason
Discipline Action History	Incident Date Discipline Action Discipline Action Description Incident ID
Enrollment History	Enrollment Start and End Date Enrollment Status Description and Code Attendance Days Possible Absent Days Unexcused and Excused Absence Days

**EXHIBIT A: SEATTLE PUBLIC SCHOOLS
Affidavit of Nondisclosure**

Cassandra Johnston Executive Director

Name

Title

University Tutors for Seattle Schools

Organization / Employer

I, Cassandra Johnston, an employee of University Tutors for Seattle Schools, represent that I am authorized to access the District's data because I either provide direct services to District students or have been tasked with analyzing the data.

I have been made aware of the governing Data Sharing Agreement between the District and my employer. As indicated by my signature below, I agree to abide by the Data Sharing Agreement's terms, including agreeing to:

- Maintain confidentiality of student information and prevent disclosure, including complying with FERPA and its regulations, set forth at 34 C.F.R. § Part 99;
- Not release or otherwise reveal, directly or indirectly, the data to any individual, agency, entity, or third party not included in the Data Sharing Agreement, unless such disclosure is required by law or court order;
- Take reasonable security precautions and protections to ensure that persons not authorized to view the data do not gain access to the data, as outlined in the Data Sharing Agreement;
- Not use the data for any purpose other than the goals outlined in the Data Sharing Agreement; and
- Report all known or suspected breaches of District data, in any format, to my employer and datareporting@seattleschools.org, as outlined in the Data Sharing Agreement.

Cassandra K Johnston

Signature

9/30/2020

Date