

### Program Elements

TES is proposing our Academic Tutoring Program as it seamlessly aligns with LAUSD's over-arching goals of graduation, college and career readiness, proficiency for all, parent community, and student engagement, and school safety and positive school climate. TES is able to support students, teachers, schools and families by providing tutoring support to students in elementary, middle, span, high school and continuation and options schools. Each tutoring program is customizable to the unique needs of the school site and made in collaboration with the key stakeholders of the school. The main goal of tutoring is to support students with the necessary academic skills to be successful in their current grade, future grades and on the path to college/career success.

This portion of the document contains the following sections which describe the requested components of the RFP:

- Satisfaction of the District's Over-arching Goals
- Program Objectives
- Program Overview
  - On-Call Tutoring
  - Targeted Support Tutoring
- Qualified Tutors
  - Key Responsibilities
  - Expected Qualifications
- Service Delivery Model
- Data and Documentation
  - Pre/Post Assessments
  - Daily Service Logs
  - Student Portfolios
- Tutor Support
- Online Tutoring
- Previous Program Experience
  - Current and Past Tutoring Clients
  - Previous Program Data

#### *Satisfaction of District's Over-arching Goals*

Schools are required to continuously provide a high level of support and care for all student needs, with an increased focus on the subset of students not meeting grade-level standards or developmental norms. As students move up in grade levels, the gap of current understanding to academic proficiency only widens. According to an issue brief released by the U.S Department of Education in 2017, academic tutoring was identified as a successful strategy for overall high school improvement.<sup>1</sup> Students who participated in tutoring had higher math grades and test scores than their peers who did not participate.

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<sup>1</sup> Cite reference: (2017, April). Issue brief: Academic tutoring in high schools. , 1-13. Retrieved

TES' Academic Tutoring Program seamlessly aligns with LAUSD's over-arching goals as illustrated below:



#### *Graduation, College and Career Readiness*

Academic tutoring will help students complete all requirements to pass their current grade, learn the discrete academic and soft skills to be successful in future grades, which leads to completion of high school and appropriate preparation for college. Moreover, they will have developed the skills required to be successful in their college and future careers. Students can greatly benefit from tutoring by ensuring they are getting additional support at the right times in their educational career.

#### *Attendance*

Students experiencing academic challenges may choose to opt out of attending school for various reasons including the work being too challenging for them. Compounded with many other factors resulting in attendance issues, habitually absent students miss out on more instruction and fall further behind. Tutoring can help to fill these academic gaps, making the student feel more successful and more supported at school, thus increasing the frequency of attending school more regularly.

### *Proficiency for All*

It is the goal of all teachers, schools and districts to ensure that students meet proficiency standards of each grade and to perform to standards on district and state-administered assessments. Academic

tutoring can help to ensure students are learning remedial skills in addition to refining current skills being taught in their regular education classrooms.

### *Parent, Community, and Student Engagement*

Academic tutoring allows for direct and targeted interaction with the student to provide intervention in any given area of need. This directly engages the student by building a strong relationship with the tutor, with the intention of the tutor being added in to the support system that child already has or is in the process of developing. TES and the tutors working with the students are able and willing to collaborate with the parents and community support systems in place for the student. This level of individualized, wrap around support will help the child to make meaningful gains in all areas and ensure the program matches the student need.

### *School Safety and Positive School Culture*

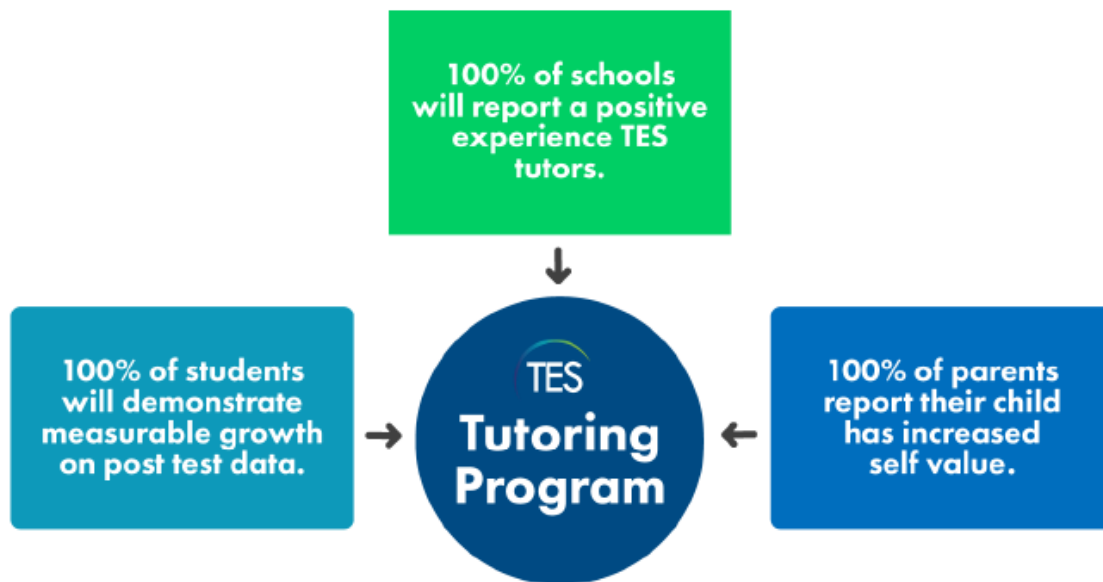
Teachers already have a wide array of responsibilities they are managing and overseeing on any given day. When a student requires additional support, it can cause significant hardship on the teacher to find time outside of the regular school day to meet with the student. Taking this additional lift off teachers and bringing in contracted tutors is a strong gesture to improve staff morale and the overall culture of the school. The student receives the support they need without additional responsibility being placed on the teacher.

### *Focus on Simplicity*

Academic tutoring meets the student where they are in an effort to find and experience success. This is one of the most simple forms of student support. Tutors meet with students, learn what they need, provide students support in those areas and collaborate with other members of the support team to ensure that students are making necessary progress. Documentation is essential in this support of the student, however it is focused and simple to avoid any unnecessary confusion or excessive time spent on paperwork.

### *Whole Child Wellness Services*

Academic tutoring meets the needs of providing whole child wellness services and supports. Whole child support includes specific interventions dedicated to supporting the child's academic growth, health, and overall wellbeing. Our program provides individualized, targeted academic support, meeting the student where they are and providing direct support to improve their current academic performance.



The strategies we utilize to achieve our program objectives include:

- Ongoing collaboration and partnership with the school site to ensure needs of the students, school and overall program are being met
- Pre and post-testing using standardized academic assessment tools such as the WRAT4 to measure academic growth (*Targeted Support Academic Tutoring Program*)
- Individual goals and objectives developed for each student's learning needs (*Targeted Support Academic Tutoring Program*)
- Supplemental materials to increase skills in English Language Arts and Mathematics
- Instructional decisions made on data collected by the tutor or reported by the school
- Progress monitoring and documentation kept on all sessions to note progress and specific skills worked on during tutoring sessions, shared with school regularly
- Tutors trained on Trauma-Informed practices in Schools (TIPS) to support social emotional well-being of students during tutoring sessions
- Tutors are provided with technology devices such as a touch pad or laptop for lessons and documentation



Our Academic Tutoring Program provides academic support to all populations of TSP students including at-risk youth, foster youth, English language learners, and students with disabilities helping LAUSD achieve the goal of 100% graduation. Our model features one-to-one direct instruction aimed at addressing learning, behavioral, developmental, language, and academic challenges that may be hindering students from making necessary academic growth at school.

#### On-Call Tutoring

- Short term, less than 5 hours per student
- Academic support in a specific area
- Daily documentation and data collection
- Examples: preparing for a test, study skills, homework help
- In person or online

#### Targeted Support Tutoring

- 30 hours
- Pre-and post-test administered, goals and learning plan created for the student
- Daily documentation and data collection
- Examples: remedial skill development, long term academic support
- In person or online

#### Qualified Tutors

We ensure our tutors have the necessary experience, education, and training to effectively operate and positively contribute to the programs and clients we serve. Our talent acquisition process includes comprehensive pre-screenings, multi-tiered interviews, and evaluations, as well as hiring procedures and policies that ensure our ability to verify providers' education, credentialing, licensing, fingerprinting,



and health clearance requirements. Tutors receive training in critical areas such as sexual harassment, mandated reporting, trauma informed practices, HIPAA compliance, and ongoing development in instructional strategies and lesson planning.

The graphic below outlines our minimum qualifications and key responsibilities of our tutors:





Schools have the option to offer tutoring to their student population in three ways: during the school day, afterschool, or online, with the option of having a mixture of all three. For students in need of additional support during the school day, TES Tutors will be available to push in to classrooms, support during study sessions, intervention groups, and other supplemental instruction times during the school day, providing 1:1 support to students. During the afterschool hours, tutors are able to support students with homework completion, developing study skills or working on remedial skills in need of development to access current academic standards. With the online option, students are able to have a set appointment with a tutor to work on developing their academic skills or tutors will be available during specific hours set by the school where students can log on to the HIPAA secure portal and interface with a live tutor to support in their homework completion, studying for a test or any other specific academic skill support. More about the online component is highlighted in the section below.

TES providers are prepared and qualified to support students in English Language Arts, Mathematics, GED and CAHSEE preparation, as well as SAT, ACT and other entrance exams. We utilize reading and math curriculums aligned with Common Core State Standards and supplement with additional instructional materials based on student need.

We currently utilize the SRA Corrective Reading Program and SRA Corrective Mathematics Programs which are aligned with California State Content Standards in English Language Arts and Mathematics. In conjunction with the recommendations of the National Reading Panel (NICHD, 2000), and Common Core Standards in English Language Arts, our targeted instruction includes a focus on phonemic awareness, phonics, fluency building, vocabulary and text comprehension for beginning readers and intervention programs for struggling readers. The SRA Corrective Reading is divided into two modules aligned with these standards: Decoding (Learning to Read): Phonemic Awareness, Phonics, Fluency Building; and

Comprehension (Reading to Learn): Vocabulary and Text Comprehension. Among the goals of the California State Content Standards in Mathematics education is: develop fluency in basic computational skills; understanding of mathematical concepts; and to enable students to become mathematical problem solvers. SRA Corrective Mathematics offers modules in basic computation. Each module contains four different groups of activities that occur from one lesson to the next called tracks: 1) basic computational facts; 2) place values; 3) operations; and 4) story problems. Problem-solving routines teach strategies for seeing which mathematical operation is required to solve a given story problem.

Currently, TES measures progress using the WRAT4 which is intended for sound assessment of fundamental academic skills. Such measures provide tutors with a baseline of academic skill to be able to target academic support to the student's needs. The WRAT4 can be used as a tool for establishing a baseline of the student's academic performance prior to the initiation of long-term tutoring services for English Language Arts, Writing or Mathematics, as well as, measuring progress at the end of the tutoring sessions. Data collected from the student's performance will be shared with the school site to reflect on effectiveness of the tutoring provided and the program as a whole.

TES offers assessments in compliance with state and local school district requirements by certified, trained, and/or licensed professionals. Assessments may include review of the student's educational reports and previous testing records; observation of the student, an interview with parents/guardians, and consultation with the school administrator and/or the student's teacher, if desired by the school site.

Once data is collected on the student through direct assessment and/or a combination of consultation with the student's school team, an Individual Student Plan (ISP) is developed to identify current strengths, academic performance and standards-based goals to meet the objectives of each student's learning plan, which are then reviewed with the parent/guardian. This document will be referenced throughout the tutoring hours to ensure the student's progress and improvement is on track.

#### *Daily Service Logs*

TES maintains daily service logs for each student that includes specific student progress describing specific skills worked on and development towards goals, if applicable. This level of documentation will allow for school sites to monitor progress of students, the time being spent to support each individual student in the program and how many students are utilizing the program. For students in the Student Success and Progress Team (SSPT) process, this additional time could be counted as intervention time, noting how the student is responding to said interventions and making data-informed decisions about next steps to support the student's growth.

Details of each session are documented and include the name and school of student, school name, tutor name, month and date of service with complete descriptions of objectives for the session, results of the tutoring session and any instructional recommendations for future sessions.

#### *Student Portfolios*

All students will have a student portfolio which will include the Individual Student Plan with the pre/post assessment data, progress reports, communication information, documentation of each session and any work samples to demonstrate growth and progress in the program.

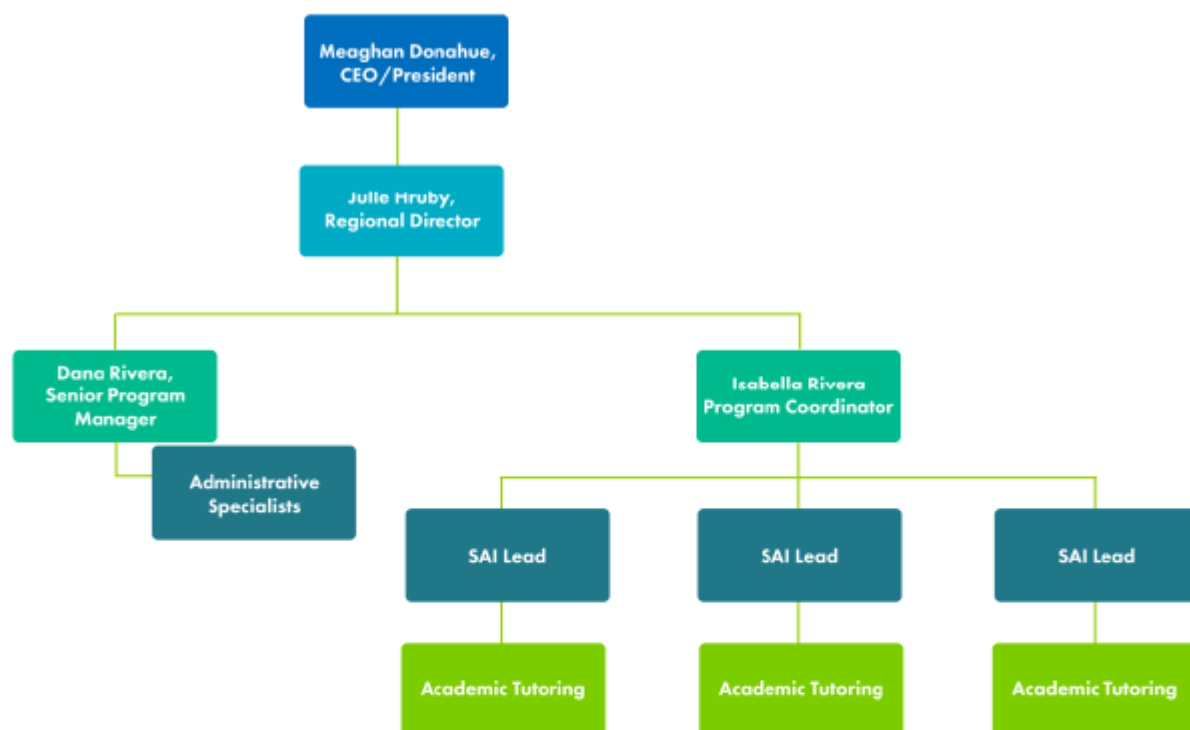
#### **Tutor Support**

TES supports the development and continual growth of the tutors providing the support at the school sites. Each tutor is provided with an experienced lead academic tutor or seasoned teacher to support their individual growth and well-being as a TES employee and support member of the school site. This individual is responsible for supporting the tutor in meeting the needs of the students and school site in



the tutoring program. Ongoing training on best practices and the ability to collaborate with others is presented regularly.

The organization chart below represents our key stakeholders:



The supervisor's key responsibilities include a variety of supervisory and professional support aimed at enhancing and developing a strong and effective tutor to support the overall effectiveness of the Academic Tutoring Program at the school site:

- Observe teaching methodologies
- Support learning strategies
- Monitor goals and objectives
- Provide suggestions regarding academic growth and improvement
- Communicate with school site personnel to ensure quality services and program utilization
- Oversee all documentation and record-keeping
- Monitor utilization of the program, make recommendations for necessary changes
- Complete the Tutor Competency Checklist (detailed criteria of tutor expectations) and plan for ongoing tutor development and additional teaching

### Online Tutoring

TES provides online tutoring through an easy-to-access online classroom. The intention of this program is to make academic and transitional support available anywhere there is internet access. Schools have the option to choose regular online tutoring where students select a recurring tutoring time to meet with a tutor and receive ongoing support and help or utilize the On-Call Academic Tutoring Program, logging in to a secure online portal and meeting with a live tutor for support as needed.

We provide the necessary materials for students to receive our services and work on developing necessary academic skills for success.

- **Services**
  - Individualized, 1:1 support
  - Homework assistance
  - Support to students with special needs including those with IEPs, English Language Learners (ELL), and 504 plans
  - Direct Instruction in English Language Arts, Writing, Mathematics, Sciences and Social Sciences
  - GED, SAT, ACT Preparation
- **Transition/ Workability Services**
  - Career readiness – application and resume assistance
  - College essay support
  - Career aptitude assessments
- **Curriculum**
  - SRA Curriculum: Corrective Reading and Mathematics
  - GED, SAT, ACT Study Manuals
  - Supplemental Materials based on the students' needs and interests

Students have an opportunity to pre-register online for slots in advance for recurring needs, or to sign in to a secure portal to have access to a live tutor for immediate support. Sessions can run anywhere from 15 minutes to one hour and 15 minutes.

Students typically bring their own materials, however, our staff is trained on curriculum for remedial support in reading and math. Additionally, supplemental materials may be utilized for the purpose of teaching or re-teaching a strategy or concept.

#### **Previous Program Experience**

We have provided previous programs in the community, library, clinic or home settings, generally two to three days per week for a period of twelve weeks after school, on evenings, and during weekends. Sessions have been one-to-one or in small groups. Before services begin, students are given a pre-test to identify strengths and allow for the creation of an academic success plan. Subsequently, parents/guardians and schools have been provided with detailed progress reports. Some of the strategies we have utilized to achieve our objectives in this program include:

- Pre- and post-testing using standardized academic assessment tools such as the WRAT4
- Individualized goals and objectives developed for each student
- Reviewing and creating student's material to meet the individual learning needs of students
- Supplemental materials to increase skills in English/language arts and mathematics
- Specialized services to meet the needs of special education and/or English language learners

Our Academic Tutoring Programs and offerings have demonstrated long-term success and growth in various ways. Our tutors have supported individual school sites and school districts, providing academic support to students in a multitude of areas.

### Price Schedule

TES' price proposal for Academic Tutoring considers the level of experience and expertise of our proposed staff and the qualifications of our firm. Tutoring services will include a customized budget for each school which will be based on their tutoring needs and requests.

Rate per hour:

School Day	\$59.00 per hour
Afterschool	
Online	
Individual	
Homework Help	
Test Prep & Study Skills	
Pre-post Assessments	
Remedial Skills	

Our rate is fully loaded and includes the following:

- ***Data & Documentation***
  - Daily documentation of all services with students, goals and objectives and notes of progress towards goals
  - Analysis of utilization of the Academic Tutoring Program. Data is shared with the school site to make program changes based on the needs of the students
- ***Supervision/Provider Training***
  - Each tutor is supervised by a lead tutor or credentialed teacher to support and drive growth and support to the students in the program
  - Ongoing tutor training throughout the year to ensure new teaching strategies are learned and practiced
- ***Administrative Support***
  - Caseload management and documentation of all data
  - Support with payroll and invoicing to ensure correct documentation and invoicing of all services
- ***Program Supplies***
  - Tutors are provided with supplies from TES' program budget, additional supplies can be purchased based on student and program need
- ***Non-Public Agency Responsibilities***
  - Professional Liability Insurances
  - Employee Benefits
  - TB and DOJ Management
  - Workers' Compensation
  - Unemployment/Disability
  - Payroll taxes
    - Tuition/CEU Reimbursement
    - Mileage Compensation/Reimbursement

### Program Budgets Samples

Each Academic Tutoring Program is customizable. Below, please find three examples of potential scenarios. The total cost is calculated by multiplying the students, hours, schools weeks and rate.

#### 1. During the School Day Support

In this scenario, the school has requested additional tutoring support to be provided in the classroom. Several of the students have been identified as students needing additional support during the school day, during intervention groups and other blocks during the school day. Students will be part of the program for a total of 12 weeks with 2 hours per week for each student.

Tutoring	Students in Program	Hours per Week	Number of School Weeks	Hourly Rate	Total Investment
School Day	20	2	12	\$59.00	\$28,320.00
Afterschool	0	0			\$0.00
Online	0	0			\$0.00
Live Support	0	0			\$0.00
Total	20	2	12	\$59.00	\$28,320.00

#### 2. Afterschool Support + On-Call Tutoring Support

In this example, the school will offer tutoring supports to students afterschool on campus, online, and will have on-call tutoring support through the online portal.

Tutoring	Students in Program	Hours per Week	Number of School Weeks	Hourly Rate	Total Investment
School Day	0	0	12	\$59.00	\$0.00
Afterschool	20	3			\$42,480.00
Online	5	2			\$7,080.00
Live Support		10			\$7,080.00
Total	25	15	12	\$59.00	\$56,640.00

#### 3. Full Spectrum Tutoring Support (During the school day + Afterschool + On-Call)

In this last scenario, the school has opted to invest in a wide range of tutoring options available to their students, in utilizing all variations and options of TES' Academic Tutoring Program offerings. The school will receive tutors to be available during the school day to support with intervention and remediation, provide afterschool support to students, offer a number of students a consistent online tutoring option and lastly, offer on-call tutoring support to students throughout the week if needed.



Tutoring	Students in Program	Hours per Week	Number of School Weeks	Hourly Rate	Total Investment
School Day	5	2	12	\$59.00	\$7,080.00
Afterschool	20	4			\$56,640.00
Online	10	1			\$7,080.00
Live Support		16			\$11,328.00
Total	35	23	12	\$59.00	\$82,128.00

## Vendor Virtual Services Plan

Due to school closures, approved vendors on the Partners for Student Success bench that have a signed contract will need to submit their *Vendor Virtual Services Plan* to D'Sonya Oakley at [dsonya.oakley@lausd.net](mailto:dsonya.oakley@lausd.net) from the Office of Partnerships and Grants. The plans will be vetted and shared with eligible schools to select the services they are interested in and follow up with vendors. Any new approved vendors that are in the process of signing their contract will also need to fill out the below form.

### Things to Consider:

- Currently, certificated staff are required to supervise any services rendered to students by a third party.
- Recording and pictures of students is prohibited.
- District's [Code of Conduct](#) is expected when interacting with students

Vendor's Name: Total Education Solutions		Submittal Date: August 16 <sup>th</sup> , 2020
Schools Planning to Serve: TBD		
List the services in your agreement that can be provided virtually:	Academic Tutoring	
List the services in your agreement that cannot be provided virtually:	N/A	
List the platforms you plan to use for delivery of virtual services:	Zoom – TES has a HIPAA business associate agreement (BAA) and utilize all security features to ensure sessions are safe for students using the platform.	
Provide a brief description of how you plan to deliver each of your services virtually (i.e. coordinate with school to schedule 30 minute session once a week, etc.):	<p><b>On-Call Tutoring</b> – if a school chooses to have this type of tutoring, TES and the school will decide on designated times for a tutor to be available via Zoom. The meeting information will be provided to the school and shared out with students. The tutor will inform the school of students who utilized the on-call tutoring and let the school know the duration of time used.</p> <p><b>Targeted Support Tutoring</b> – if a school chooses this option for tutoring, each student will have a designed online appointment to meet with the tutor and receive their tutoring session. Each student will receive 30 hours of tutoring via Zoom, length of each session will be agreed upon by the tutor and student. A usage report will be provided to the schools as well.</p>	