

Home Instruction and Tutoring Services Agreement For Clearview Local Schools

This agreement is made by and between the Clearview Local Schools (CLS), and North Coast Tutoring Services (NCTS), is for tutoring services provided by NCTS to CLS during the year beginning August 1, 2024 through July 31, 2025, and will renew automatically every year thereafter on the anniversary of this date. NCTS has the right to review and change the tutoring rates prior to the anniversary date each year.

Background

In the Clearview Local Schools, students require home instruction and tutoring services on a case-by-case basis during the year in the school district. North Coast has tutors who can work with students in Pre-K – Grade 12. NCTS was founded in 1985. Our clients include school districts, private schools, individuals, and the Ohio Department of Education. Many of our tutors are located in the seven-county area including Cuyahoga, Geauga, Lorain, Lake, Medina, Summit, and Portage counties.

Tutor Selection: Tutors are licensed and will have a minimum of ODE substitute licensure. All North Coast Tutors, regardless of licensure, have undergone current BCI/FBI background checks.

Specialized subjects: In the case of higher-level courses such as Calculus AB or BC and AP Physics, or unique courses like Chinese or American Sign Language, etc., specialized tutors will be selected for these subjects. In individual specialized cases, NCTS may request a licensure exception from the Director of Exceptional Students for tutors who hold ODE Instructional Assistant Permit. North Coast has several tutors who teach at the university level, and do not hold other ODE teaching licensures. We realize the importance of tutors with a strong knowledge base in more advanced courses.

Special Needs Students: We attempt to provide intervention specialists when possible. Our primary focus is matching students and tutors so the student's academic and emotional needs, and personality are a good fit. If for any reason the tutor/student match does not work, we will replace the tutor.

Tutoring will be conducted by NCTS tutors. Tutoring may include targeted skill building, and homework help.

Curriculum may be recommended for students needing basic skill remediation such as decoding, encoding, comprehension, math computation, and problem solving. Most North Coast Tutoring Services tutors are trained in Richards Learning Systems multi-sensory systematic curriculum. Additional information on these curriculums is attached. The cost of these programs and workbooks will be provided to the district for approval.

Short-term Home Instruction will be conducted by NCTS tutors, but the instructor of record will be the district school teacher(s). The district school teacher(s) will provide assignments, tests, grade all work, and assign grades.

Long-term Home Instruction will be conducted by NCTS tutors who will also be the instructor of record. For long term home instruction, we have found two situations with these students.

1. **School District Curriculum:** School District provides the books, syllabi, and additional work as appropriate. Our tutor(s) completes the work provided with the student, give tests and grades.
2. **Total Curriculum Students:** NCTS develops and provides all the curriculum for the student's assigned coursework. The tutor is responsible for lessons, test creation and grades. These students require more time and attention.

Therefore, we bill for some administrative time as follows:

Picking up work: We prefer that parents are responsible for picking up assignments and materials from WEVS. For short-term assignments, a parent picks-up the work, and a copy of the textbook(s) for the tutor. For long-term assignments, we ask parents to pick-up copies of the textbook and initial assignments for the tutors whenever possible. If tutor(s) pick-up assignments and textbooks, time spent will be invoiced in quarter-hour segments.

When possible, we ask that additional work to be emailed to our tutors. When this is not possible, work can be emailed/faxed to our offices and we will forward the work to the tutors.

Billing for Services:

General Course Tutors: NCTS tutors for general courses and special education will be billed at \$65/hr. in a minimum of one-hour sessions, quarter-hour segments thereafter.

Advanced Course Tutors: Advanced courses will be billed at \$70/hr., i.e. AP physics, Calculus, ASL, Chinese, etc. a minimum of one-hour sessions, quarter-hour segments thereafter.

SLP Services: SLP services may be available through North Coast. SLP services will be billed at \$165/hour with a minimum of one-hour sessions, quarter-hour segments thereafter.

OT Services: OT services may be available through North Coast. OT services will be billed at \$125/hour with a minimum of one-hour sessions, quarter-hour segments thereafter.

Additional Fees: Billed at the tutor's hourly rate.

Travel Expenses: Typically, we ask tutors to travel about fifteen minutes one-way for tutoring. In some cases when a tutor in the area is not available, we may request travel expenses for the tutor. Often, we offer a stipend to defray fuel costs in these cases. This would be particularly important with hard-to-place students. Every effort will be made to find nearby tutors.

For example, a stipend to a tutor working with a student near Youngstown was \$30/trip. The tutor was driving 45 minutes each way. We were paying the tutor an additional \$30 for one hour of travel.

School Meetings If a tutor is asked to participate in a school meeting, their time will be billed based on the length of the meeting a minimum of one hour and quarter-hour segments thereafter at \$65/hr.

Total Curriculum Home Instruction:

Tutor Preparation Time: One-half hour preparation time for each course assigned per week billed at \$65.00/hr. Review course materials; and create lesson plans, quizzes, tests, consumables, grading, etc.

Administrative Set-Up Time: Two hours set-up time billed at \$65.00/hr. Review of the current IEP & ETR (when the student has an IEP) prior to developing the curriculum. Develop curriculum, order materials and/or select them for loan from our library. As appropriate, request books from the student's school. Meet with the tutor to discuss the academic plan, the student's needs, and provide the tutor with the student's material. Confirm with the tutor and family that the plan is working.

Materials purchased for the student will be billed to the district. Whenever possible, students will use materials from the North Coast Education Services materials library.

High Need Student Administrative Support Time: 1 hour weekly as needed at \$65.00/hr. There are two types of total curriculum students:

1. Student is assigned a tutor, their curriculum is determined and developed, and their progress is monitored regularly. No additional billing is required for these students.
2. The second type of student, we consider to be "High Need" requiring constant monitoring and intervention. Ongoing support would be necessary for these types of students.

We will inform the Director of Exceptional Students that a student is "High Need". Then she determines if services are continued with that student.

Billed for Services Used: When a student is assigned tutor(s) for home instruction and the district approves a specific number of hours, we only bill for actual hours used.

IEP Progress Reports (If the student has an IEP):

For each student yearly, we will create a typed Progress Report, and bill for one half-hour. IEP Progress Reports will be billed one and on-half hour per academic quarter. Additional reports are billed in quarter-hour segments based on \$90.00/hour.

Other

Clearview Local Schools agree that for a period of one-year after any Ohio Department of Education (ODE) licensed teacher/tutor provides services through North Coast Tutoring Services, Inc; neither the school nor anyone acting on behalf of the school will retain any such ODE licensed teacher/tutor to perform educational or intervention services (whether as an employee, a contractor, or otherwise) for the school or any of its students, except through this Letter of Understanding or through another agreement between Clearview Local Schools and North Coast Tutoring Services, Inc.

Linnea Smith President
440-914-0200
North Coast Tutoring Services, Inc.
31300 Solon Rd, Ste 1
Solon, OH 44139

Clearview Local Schools Authorized Signer

Name:
Title:
Email:

District Billing Contact: Name: _____ Email: _____ Phone: _____
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