State-approved Providers’ Orientation Meeting

2012-2013
Welcome and Introductions

Dr. Magaly C. Abrahante
Assistant Superintendent
Title I Administration
Overview

Ms. Bernadette Montgomery
Executive Director
Title I Administration
Overview

• Changes to the SES Program for 2012-2013
• M-DCPS Prioritization Process for SES
• SES Implementation
• SES Provider Timeline
• Guidelines for Professional Conduct and Ethics for State-approved SES Providers
Overview (Cont.)

- Parent Notification & M-DCPS Enrollment Process
- SES Contractual Agreement
- SES Provider Toolkit
- Acknowledgement of Participation in the M-DCPS Orientation Meeting for SES Providers
Changes to SES for 2012-2013

- SES is now a state program based solely on Florida Statute 1008.331 and State Board Rules 6A-1.039 and 6A-1.0391.

- Florida Statute requires all Title I schools to offer SES to students who have scored at Level 1 or Level 2 on the 2012 FCAT 2.0. Participation in the free/reduced priced meals program is no longer a requirement for SES eligibility.

- The required set-aside for SES has been changed from 15% of the entire Title I, Part A, Grant to 15% of the Title I allocation to schools. This change will allow for the assignment of approximately 5,300 students in M-DCPS.
The October 15th deadline to begin services has been postponed to November 15th due to the delay in the release of information from the Florida Department of Education.

In order for M-DCPS employees to receive background check clearance, employees are required to apply to become SES Tutors, via the M-DCPS Employee Portal. Appendices D and E have been updated accordingly.
Changes to SES for 2012-2013 (Cont.)

- All providers, inclusive of providers that served in M-DCPS in previous years, will be required to apply to become a SES provider via the Community Portal.

- Services to students **shall not** begin without an approved Student Learning Plan (SLP).
Student Eligibility and Prioritization

- Students in grades four (4) through twelve (12) and third grade (3) retainees who attend a Title I school, and have scored at levels 1 or 2 on the 2012 Florida Comprehensive Achievement Test (FCAT) 2.0 are eligible for SES.

- If there are not enough funds to serve all students whose parents select the services, priority will be given to students scoring at level 1 on the 2012 FCAT 2.0. Reading.
## Supplemental Educational Services Implementation

<table>
<thead>
<tr>
<th></th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eligible Schools</strong></td>
<td>243</td>
<td>297</td>
</tr>
<tr>
<td><strong>Number of Students Eligible</strong></td>
<td>185,417</td>
<td>89,900</td>
</tr>
<tr>
<td><strong>Per Pupil Allocation</strong></td>
<td>$1,346</td>
<td>$1,245</td>
</tr>
<tr>
<td><strong>Number of SES Providers</strong></td>
<td>207</td>
<td>148</td>
</tr>
<tr>
<td><strong>Net Maximum Per Pupil Payout</strong></td>
<td>$1,260.20</td>
<td>$1,159.20</td>
</tr>
</tbody>
</table>
## 2012-2013 Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13th</td>
<td>Official SES Providers List Released from the State</td>
</tr>
<tr>
<td>September 4th – 17th</td>
<td>SES Enrollment Packets Delivered to Schools</td>
</tr>
<tr>
<td>September 10th</td>
<td>Email Letter of Intent to SES Providers</td>
</tr>
<tr>
<td>September 12th</td>
<td>Letter of Intent Due from SES Providers</td>
</tr>
<tr>
<td>September 18th</td>
<td>Email Draft Contract to Providers</td>
</tr>
<tr>
<td>September 18th</td>
<td>SES Enrollment Begins</td>
</tr>
<tr>
<td>September 21st</td>
<td>Email Invite for Providers Meeting</td>
</tr>
</tbody>
</table>
## 2012-2013 Timeline (Cont.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September 27th</strong></td>
<td>Final SES Contract Documentation Posted on the NCLB Website</td>
</tr>
<tr>
<td><strong>September 28th</strong></td>
<td>Providers Orientation Meeting</td>
</tr>
<tr>
<td><strong>September 28th</strong></td>
<td>SES Enrollment Period Ends</td>
</tr>
<tr>
<td><strong>October 1st</strong></td>
<td>Deadline for Providers to Submit Provider Orientation Meeting Acknowledgment Form</td>
</tr>
<tr>
<td><strong>October 1st</strong></td>
<td>Providers Begin Submission of Request for Fingerprinting Forms for Non-M-DCPS Staff and Charter School Employees Only</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 5th</td>
<td>Deadline for Providers to Submit Two Original Contracts and All Supporting Documentation</td>
</tr>
<tr>
<td>October 17th</td>
<td>Email the SES Provider Authorized Representative Form for Documentation (Appendix H) to Providers who Submitted Complete and Accurate Contracts</td>
</tr>
<tr>
<td>October 19th</td>
<td>Deadline for Providers to Register in the M-DCPS Community Portal</td>
</tr>
<tr>
<td>October 19th</td>
<td>Deadline for Providers to Submit Sample ID Badges</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>October 22nd</td>
<td>Deadline for Providers to Electronically Submit the SES Provider Authorization Form for Documentation (Appendix H).</td>
</tr>
<tr>
<td>October 24th &amp; 25th</td>
<td>Mandatory SES Web-based Training for Providers</td>
</tr>
<tr>
<td>October 26th</td>
<td>Students Assigned to Providers</td>
</tr>
<tr>
<td>October 26th - Nov 9th</td>
<td>Development of Student Learning Plans (SLPs)</td>
</tr>
<tr>
<td>Nov 15th</td>
<td>Deadline for Commencing Tutoring</td>
</tr>
</tbody>
</table>
SES Contractual Agreement

Pedro Arteaga
District Supervisor
Title I Administration
Notification (Enrollment Packets)

For the 2012-2013 school year, a SES Enrollment Packet containing the following information was provided to all Title I schools to be sent home via backpack to the parents of all eligible students.

✓ Parent Notification Letter
✓ SES Provider Directory
✓ SES Application
Parents who fill out an SES Application may return it to:

- their child’s school
- electronically via the District’s Parent Portal
- Mail/deliver to the Title I Administration office

No forms will be accepted from Providers and/or District Employees who work for Providers.

Forms will **ONLY** be accepted until the application deadline of enrollment, September 28, 2012.
Provider Compensation

- The School Board agrees to provide compensation to the Provider upon receipt of a complete and correct invoice in accordance with the rates approved on the Provider’s RFA with the FDOE.

- The approved per pupil allocation for Miami-Dade is $1,245.00.

- This amount will be reduced by an annual fee of $85.80.

- The net maximum per pupil payout will be $1,159.20.
Payments

- Payments shall be processed
  - within forty-five (45) to sixty (60) business days of submission of complete and accurate invoices

- Invoices submitted more than sixty (60) days after services are rendered
  - subject to non-payment

- No payment shall be authorized for services provided
  - without a fully approved SLP, Tutoring Schedule and Monthly Progress Report, completed online by the Provider
Minimum and Maximum Student Requirements

- Minimum Number of Students Per Site:
  Must be a number greater than 0

- Maximum Number of Students in the District:
  Must be an actual number not greater than the number approved by the State on the Providers RFA
Marketing Materials

✓ All marketing materials shall be translated into Spanish and Haitian-Creole

✓ Provider’s Marketing Materials Disclaimer

“Your child may qualify for free tutoring if he or she attends a Title I school and scored at Level 1 or Level 2 on the 2012 FCAT 2.0. If parental requests for free tutoring exceed the amount of funding available, the District will prioritize services. Neither the Florida Department of Education nor M-DCPS promotes or endorses any particular Supplemental Educational Services provider.”
Incentives

- Incentives
  - $5.00

- Rewards
  - $50.00

- Assigned Students/Parent Contact
  - Parent contact within 15 days of assignment
  - Commencement of services within 20 days of assignment
Reassignment of Students

- Delivery of services within twenty (20) days
- Removal of students from provider’s list
Pre/Post Assessments

• Chancellor Supplemental Educational Services LLC. has been contracted by the District to conduct the pre and post assessment of students enrolled in SES.

• The Provider shall be responsible for the cost associated with the pre and post assessment of all students assigned to the company.

• The per pupil allocation shall be reduced by an annual fee of $85.80, the per pupil cost of the pre and post assessment.

• The maximum per pupil payout will be $1,159.20.
Student Learning Plans (SLPs)

- Parents must be contacted within 15 days
- Must be completed online for each student
- Original Parent Signature Page must be submitted to the District
- Services shall not commence until the SLP is fully approved by the Title I Administration office
SLP Status & Disapproved SLPS

• Disapproved SLPs shall be corrected and resubmitted via the SES Web-based system within 5 business days.

• Changes to an approved SLP may only be made with the written consent of the School Board and in consultation with the parents/guardians.

• The SLP Addendum, which includes the deficiencies and goals, will be provided as part of the online SLP template.
Tutoring Schedule

• Maintain, in the SES Web-based System, an up-to-date tutoring schedule for each assigned student.

• Communicate in writing all changes in the student tutoring schedule to the parent and the student’s school prior to implementing the new schedule.
**SES Progress Report**

- Required for payment of services
- Completed online via the SES Web-based System
- Completed at least monthly
- Provide parents with a printed copy
- Available to classroom teachers and school-site administrators
- Kept in the student’s file
M-DCPS SES Web-based System

• Student Contact Information

• Individualized Student Portfolio

• Student Learning Plan

• SES Tutoring Schedule

• SES Progress Report (SESPR)

• Weekly Updates and Certified EOM Report
Authorized Representative

SES Provider Authorized Representative Form (Appendix H) Due October 22, 2012

Appendix H

SES PROVIDER AUTHORIZED REPRESENTATIVE FORM FOR DOCUMENTATION

<table>
<thead>
<tr>
<th>Document</th>
<th>Representative Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Learning Plans (SLPs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly SES Student Attendance Reports as Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice &amp; Title I SES EFM Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Page 1 of the District State Training Assurance Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any and All SES Related Documents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional forms if necessary)

I, the undersigned, certify that I am the Principal of the Provider Agency and hereby give permission for the above-named individuals to sign the designated documents.

<table>
<thead>
<tr>
<th>Name (Print)</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

8/12
Safety and Security of Students

- Accident/Incident Reporting
  - Report all accidents and incidents to the appropriate authorities with a copy to the School Board
  - Notify the District immediately (within one hour) and provide a written report within 4 – 6 hours of:
    - Incident involving a student
    - Activity requiring notification of law enforcement or emergency personnel
Fingerprinting

- Request for Fingerprinting of Non-M-DCPS Staff  ✓ Appendix F
- Request for Fingerprinting of Charter School Employees Staff  ✓ Appendix F-1
Fingerprinting (Cont.)

• M-DCPS Employees must apply to become an SES Tutor

• The Provider may hire school district employees for direct instructional purposes

• Appendix D

• Providers must retain the Dual Employment Disclosure Form (Appendix E) submitted by the Tutors
• Tutors may also receive compensation for the completion of paperwork and documentation that are customarily associated with the task of tutoring

• Providers may also provide compensation to no more than one tutor per site who may perform the duties customarily associated with those of a Lead Tutor/Teacher
Background Checks/Fingerprinting For On-line Providers

- Online providers located outside the State of Florida
  - Employees may undergo a background check and fingerprint screening conducted by a law enforcement agency or other entity approved by the School Board located in their home state.

- Results
  - Submit to the Title I Administration office for review and routing to the Fingerprinting office for approval.

- No payment
  - SES delivered by a tutor prior to the tutor receiving background clearance from the Title I Administration office.
SES Tutor Clearance Status Reports

• One Report

  1. Report will be available via the SES Providers Collaboration Site

  2. The report will include the list of cleared tutors

  3. Processing tutor clearance request
    October 1, 2012 thru January 31, 2013
Guidelines for Professional Code of Ethics

Please be reminded that State Approved Providers servicing Miami-Dade County Public Schools (MCPS) and their staff must adhere to the following MCPS’ Guidelines for Professional Conduct and Ethics regarding Supplemental Educational Services (SES):

- SES Providers shall not compensate district employees personally in exchange for providing access to facilities, providing student lists, assisting with marketing or student recruitment to promote enrollment in a provider’s program.
- SES Providers shall not employ district employee in the capacity of principal, district administrator or SES Coordinator.
- SES Providers shall not hire school personnel for any purpose other than instruction-related services (Tutor) or program coordination (Lead Tutor).
- SES Providers shall not offer a parent or student any form of incentive for signing up to receive services (simple door prizes of nominal value (approximately $5 per prize) and refreshments to potential students and their families can be offered, while attending informational sessions.
- SES Providers shall not distribute or make arrangements with school administrators, teachers or school support staff to send home, via backpack or mail, the MCPS’ SES Enrollment Form that has a Provider’s name preprinted as part of the form or flyers endorsing a specific SES Program.
- SES Providers shall not use school staff to market or promote their program to parents or students.
- SES Providers shall not modify, replicate, or complete any SES application.
- SES Providers shall not post signs, pass out flyers or implement any other marketing strategies on school ground or district’s property, as this creates disruption, which prevents the school from operating in a safe and orderly manner.
- SES Providers shall not encourage students/parents to switch Providers once enrolled. A student is considered enrolled once the District has issued the formal student/ Provider selection list.
- SES Providers shall not implement a rewards program for attendance and/or achievement that is not part of the provider’s state-approved program (rewards for student’s performance up to $50.00 can be offered per student per year).
- SES Providers shall not usurp assets, including parents during student recruitment, the location of a Provider’s program, principal, district or state’s approval of a Provider, or the likelihood of becoming state-approved.
- SES Providers shall not interact with each other in an unprofessional manner in the presence of students and parents, particularly during MCPSponsored activities. MCPS-sponsored activities are not appropriate venues for confrontations between providers.

ACKNOWLEDGEMENT OF RECEIPT OF MCPS’ GUIDELINES FOR PROFESSIONAL CONDUCT AND ETHICS FOR STATE APPROVED SES PROVIDERS

By signing this form I acknowledge that I have received and read the MCPS’ Guidelines for Professional Conduct and Ethics regarding SES and agree to comply with these requirements. I will also ensure that all employees and contracted entities are informed about their obligations in meeting the above Guidelines for Professional Conduct and Ethics and provided with a copy of these guidelines.

______________  ________________  ____________
Provider Name     Provider Signature     Date
Training of Staff

- SES Provider Staff Training Acknowledgement Form ✓ Completed and retained
- SES Provider Staff Training Assurance Forms ✓ Submission deadline – November 23, 2012
The Provider shall:

- Provide access to District representatives to its SES facilities for periodic monitoring of each student’s instructional program.

- Maintain a file folder for each student.
  - SLP
  - Progress Report
  - Tutoring Schedule
  - Student Work
  - Emergency Contact Information
  - Release Instructions
On-Site Monitoring

Categories (areas to be monitored):

- Program Management, Delivery of Instruction and Student Records

  ✓ The District will evaluate results and provide feedback/recommendations

  ✓ A Corrective Action Plan may be required
**Monitoring Tool**

### MIAMI-DADE COUNTY PUBLIC SCHOOLS NCLB PARENTAL CHOICE OPTIONS SUPPLEMENTAL EDUCATIONAL SERVICES (SES) MONITORING TOOL**

2012-2013

Name of Monitor: ___________________________ Date: _______________________

Announced Visit ☐ Unannounced Visit ☐ Begin Time: ______ End Time: ______

Name of SES Provider

<table>
<thead>
<tr>
<th>Location of Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name: __________________</td>
</tr>
<tr>
<td>Site Address: __________________</td>
</tr>
<tr>
<td>SES Facilitator/Lend Tutor: __________________</td>
</tr>
</tbody>
</table>

| Number of Students Observed: __________________ |

| Name of Tutor(s) Observed: __________________ |
| Grade Level(s): __________________ |
| Type of Instruction: __________________ |

| Number of Support Staff (if applicable): __________________ |

<table>
<thead>
<tr>
<th>PROGRAM MANAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>1. Provider's staff is cleared to provide services (Fingerprinting/Background screening)</td>
</tr>
<tr>
<td>2. Tutor is not tutoring students enrolled in his/her class during the regular school day</td>
</tr>
<tr>
<td>3. Staff is wearing official SES identification badge</td>
</tr>
<tr>
<td>4. Provider's staff is present before the delivery of services and assumes responsibility for students until tutoring begins</td>
</tr>
<tr>
<td>5. Time for snacks, breaks, or instruction is provided outside of the contracted time for the tutoring session</td>
</tr>
<tr>
<td>6. The number of students in the group meets SLP specifications, as evidenced by the values of the following sample students:</td>
</tr>
<tr>
<td>□ Ratio (1:1) □ Ratio (1:5) □ Ratio (1:10) □ Other</td>
</tr>
<tr>
<td>7. Procedures are in place for the delivery of services if the tutor is not present</td>
</tr>
<tr>
<td>8. Provider's staff assumes responsibility for students after the delivery of services and remains until all participants are picked up by an authorized person</td>
</tr>
</tbody>
</table>

**This form is to be used to monitor the implementation of SES in each group visited and observed by SES Facilitators and/or District Representatives.**
Parent Telephone Survey

- Parent satisfaction
- Professionalism of tutors
- Timeliness and consistency of Student Progress Reports
- Parent communication

The District will evaluate results and provide feedback/recommendations.

A Corrective Action Plan may be required.
SES Contractual Agreement

Ms. Bernadette Montgomery
Executive Director
Title I Administration
Invoicing

• Submit to the District on or before the 5th of each month
• Invoices submitted to the District shall include
  • Monthly invoices
  • Completed M-DCPS Invoice Template
  • Original M-DCPS Monthly SES Student Attendance Form for all students invoiced signed by the tutor(s) and supervisor; only sessions that are initialed by the student and the parent for in-home tutoring shall be considered for payment
  • The M-DCPS Certified EOM Report
Invoicing-Online Providers

• In lieu of student initials on the Monthly SES Attendance form for all students listed on the M-DCPS Certified EOM Report:

✓ Submit a computerized log which shall include:
  
  ▪ the students’ names
  ▪ log-in IDs
  ▪ log-in and log-out times
  ▪ total number of billable hours of service per day (for each student)
  ▪ total number of billable hours for the month (for each student)
Late Invoices

- Invoices submitted after the 15th of the month
  - Shall be assessed a fee of $60.00

- Invoices submitted after the 20th of the month
  - Shall be assessed a fee of $20.00 per day for each day after the 15th

- Invoices submitted after the 5th of the following month
  - Shall be assessed a fee of $100.00 per day for each day after the 20th
Deficient Invoices

• Invoices returned to the Provider for corrections

• A fee of $100.00 per day

☑ Shall be assessed an administrative fee of 1% of the total corrected invoiced amount

☑ Resubmitted to the District within five (5) business days

☑ Each day beyond the 5th day shall be assessed
Final Invoices

Shall be submitted no later than April 5, 2013; unless otherwise established by the District’s Title I Administration office.
Usage of District Facilities

- Providers with an outstanding/unpaid balance from previous years with M-DCPS will be prohibited from entering into contract.

- In M-DCPS, the Principal of the school makes the final decision regarding facilities rental.

- Providers interested in renting classroom space are responsible for contacting the Principal of the school to request the use of classroom space.
After the Principal indicates that space is available, the providers must contact the District Facilities Department to participate in a mandatory training.

A fee of $25.00 per Facilities Usage Agreement Contract will be charged.

The Facilities Usage Agreement Contract must be returned to the Principal for final processing and routing.
Usage of District Facilities

FACILITIES OPERATIONS, MAINTENANCE FINANCE/BUDGET DEPARTMENT

Cheryl B. Nasai, Director of Finance

305-995-4021

cnasai@dadeschools.net
**Insurance Certificates**

All certificates must list The School Board of Miami-Dade County, Florida as the Certificate Holder and must include the following coverages:

- ✔ Professional Liability

- ✔ General Liability: List The School Board of Miami-Dade County, Florida as additional insured.

- ✔ Automobile coverage is required if the Provider will transport students.

- ✔ **Automobile Affidavit** is required if the Provider will not transport students.
Insurance Certificates* (Cont.)

✓ Worker’s compensation coverage is required if the Provider has four (4) or more full-time employees.

✓ **Worker’s Compensation Affidavit** is required if Provider has less than four employees and elects not to provide coverage.

* A Sample Insurance Certificate is available on the NCLB Website, [http://nclbchoice.dadeschools.net/](http://nclbchoice.dadeschools.net/), and will also be included as part of the SES Contractual Agreement Documentation Packet.
Insurance Requirements

Mr. Michael Fox, Risk Analyst
Office of Risk/Benefits Management
305-995-7182
mfox@dadeschools.net
The Most Recent Registration with Sunbiz

• Must be retrieved and printed

• If the Tax Identification Number does not appear on Sunbiz

✓ After June 30, 2012

✓ Must be submitted for the company’s name, as approved by the FDOE

✓ Submit a copy of the IRS Application for Employer Identification Number (Form SS4) indicating the FEI/EIN
No owner or principal of any provider organization may be an active employee of the District.

Any employee of the District who holds a position within the ownership structure of the organization and listed on Sunbiz must divest themselves from the provider organization or resign their position with the District.
State of Emergency

- SES Providers shall follow the directions of the District if the Superintendent of Schools or other designated authority closes the public schools.
ID Badges

- Photo ID clearly displays:
  - ++ Employee’s Name
  - ++ Current School Year
  - ++ Provider Name
  - ++ Employee’s Title

- October 19, 2012
  - ++ Deadline to submit sample ID Badge
Appendix G: Vendor Application

Companies that did not provided SES in Miami-Dade during the 2011-2012 school year:

Must complete and submit all sections of the Vendor Application, revised as of July 2011, and use category code 92400 in section 12.
Certification of Vendor Information

Companies that provided SES in Miami-Dade during the 2011-12 school year must complete and submit the Certification of Vendor Information Form certifying all applicable options as follows:

- There are no changes to the company’s name, Tax Identification Number, or remittance address on file with Miami-Dade County Public Schools.

  or

- There is a change in the company’s name, but the company’s Tax Identification Number remains the same. The Providers must also attach a letter from the Florida Department of State Division of Corporations listing the new name.

  or
Certification of Vendor Information (Cont.)

➢ There is no change in the company’s name, but the company’s Tax Identification Number changed. The Provider must also attach the Request for Taxpayer Identification Number and Certification (W-9 Form), from the Department of Treasury Internal Revenue Service, listing the new Tax Identification Number.

and

➢ There is a change in the company’s remittance address. The Provider must complete and sign the Remittance Address Change section of the form.
Term, Renewal, Modification and Amendment


- The final date to provide SES to any eligible student during the 2012-2013 school year shall be Sunday, March 31, 2013.
Default

- Failure on the part of the Provider to comply with or fulfill any term of the Contract will be sufficient to place the Provider in default.

- The Provider shall have seven (7) days from receipt of Default Notification from the School Board to submit a Corrective Action Plan and/or cure the default.

- If the default is not cured within seven (7) days, the District may terminate the contract.
Termination

- If the District must present the Provider with more than one (1) Notice of Default, upon the second Notice of Default, the District will notify the Provider of its intent to terminate the contract.
Notices

- Complete the Provider’s Name and Address on page 28 of 30, as indicated on page 1 of the Contract.

- Complete the SES Provider Authorized Representative section on page 29 of 30. This individual will be authorized to sign any and all documents on behalf of your company.
Entire Agreement

- Upon submission of the SES Contract to the District, the Provider shall provide the District with the required documents, inclusive of this Contract, Appendixes A-N, and all supporting contractual documentation, which constitutes the entire Agreement.

- In order for your contract documents to be considered for review and approval, M-DCPS must receive all items listed on the Contractual Documentation Checklist, no later than October 5, 2012. No exceptions will be made.
Directions for the Completing and Submitting the Contract Document Packet

• Submit all documents listed on the Contract Document Checklist to:

   Miami-Dade County Public Schools
   Title I Administration - SES
   1450 NE 2nd Avenue, Room 500
   Miami, Florida 33132

   Drop off Hours: 9:00 a.m. – 3:30 p.m.
Submitting the Contract Document Packet

• All complete and correct contractual documents must be submitted by the official deadline established by Miami-Dade County Public Schools (M-DCPS). Contractual documents submitted by means other than those set forth in the M-DCPS Contract Packet, and/or contracts received after the deadline for submission, regardless of the cause or nature of the delay, will not be accepted or considered for contracting with M-DCPS for the 2012-2013 school year.

• All Contractual documents must be hand-delivered or mailed to the aforementioned address on or before 3:30 p.m. on Friday, October 5, 2012.
Contractual Documentation Checklist

**FINAL Deadline to Submit all Completed Documents**

**Friday, October 5, 2012**

Electronic submission of these documents will not be accepted.

Provider Name ____________________________________________
Provider Code _________

- Please note that all contract documents must be signed and initialed by an officer of the company who is listed with the Florida Department of State.

- Both set of contract documents must be signed and initialed by the same officer of the company.
Please ensure that the Contractual Agreement Documentation Packet Checklist is signed and all boxes are checked prior to submitting the packet to Title I Administration.

<table>
<thead>
<tr>
<th>Contractual Documentation Checklist (Cont.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
</tr>
<tr>
<td>Appendixes (A-N)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Provider’s Name</td>
</tr>
<tr>
<td>Rate Per Hour</td>
</tr>
<tr>
<td>Minimum Student Requirement per Site</td>
</tr>
<tr>
<td><strong>Maximum Student Requirement in the District</strong></td>
</tr>
<tr>
<td><strong>Provider’s Name and Official Business Address</strong></td>
</tr>
<tr>
<td><strong>Date the Contract</strong></td>
</tr>
<tr>
<td><strong>Indicate the Provider’s Name in the Certification Section</strong></td>
</tr>
</tbody>
</table>
## Contractual Documentation Checklist (Cont.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print the Authorized Officer’s Name and Title</td>
<td>Officer’s name must be listed on the company’s Sunbiz documentation</td>
</tr>
<tr>
<td>Indicate the Provider’s Name on Page 29 of 30</td>
<td>The name must be listed the same way the company is listed with the Florida Department of Education, and as approved on the Provider’s RFA</td>
</tr>
<tr>
<td>Print the Company’s Tax Identification Number</td>
<td>Must be indicated on Page 29 of 30, as listed with Sunbiz</td>
</tr>
<tr>
<td>Indicate the Name and Title of an Additional SES Provider Authorized Representative(s)</td>
<td>This individual must be an officer of the company listed on Sunbiz and authorized to sign any and all documents on behalf of your company</td>
</tr>
</tbody>
</table>
I, THE UNDERSIGNED, attest that I am an officer of the above-name company who is authorized to act on behalf of the organization and I have reviewed all of the contractual documentation prior to the submission to the Title I Administration office. I understand that failure to submit, complete, and correct contractual documents may result in the removal of my company’s name from the Miami-Dade County Public Schools 2012-2013 Approved Supplemental Educational Services Provider Directory given to parents.

_________________________________________  __________________________
Name and Title  Signature  Date
The final SES Contractual Agreement Documentation Packet may be found at http://nclbchoice.dadeschools.net/ by clicking on the 2012-2013 Final SES Contractual Documentation Agreement Packet link.
Questions regarding information presented during the meeting may be electronically submitted to nclbses@dadeschools.net on or before October 1, 2012. The questions and responses will be posted on the NCLB Choice Website by Thursday, October 4, 2012.
The Provider Orientation Meeting Acknowledgement Form must be emailed to nclbses@dadeschools.net, no later than Monday, October 1, 2012.

Providers will receive an acknowledgement of receipt, no later than the following business day, for all documents that are required to be submitted via email.
Ms. Bernadette Montgomery, Executive Director
Telephone number: 305-995-2587

Mr. Pedro Arteaga, District Director
Telephone Number: 305-995-4705

Ms. Marina Guerrero, Records Specialist
Telephone Number: 305-995-2950

Ms. Lenora Stafford, Records Specialist
Telephone Number: 305-995-3075

Ms. Carol L. King, Curriculum Support Specialist
Telephone Number: 305-995-7637

Mr. Francisco Lopez, Hourly Teacher
Telephone Number: 305-995-1517

Ms. Alma Mendoza, Community Liaison Specialist
Telephone Number: 305-995-4658

Ms. Elizabeth Regalado, Senior Computer Operator
Telephone Number: 305-995-2723