

Type of Contract:

Service Agreement v1, v2 or v3

WAKE COUNTY PUBLIC SCHOOL SYSTEM

Contract Routing Form 1950

Fiscal Year (FY): 2022-23

Person to Contact : Michelle woodson Phone/Email: mwoodson@wcpss.net

Name of Contract: The HELPS Education Fund Inc.

If Change Order - (Amount +/-): _____ Total Contract Amount: \$527,717.00

Board Action: (Required at \$100,000) Yes No Board Meeting Date: 9/6/22

Budget Code: multiple codes

Items of Special Note: This is a pre-route service contract. The funding out clause is included in section # 3. A fund balance appropriation is pending BOE approval on 9/6/22, in support of the wake Together initiative.

**To be completed by the School or Department required for all contracts \$2,500 and up
INITIAL/DATE THIS FORM AFTER YOU HAVE REVIEWED AND APPROVED THE ATTACHED CONTRACT:**

	Initial	Date	Comments
Fiscal Administrator (\$2,500 and up and all MOAs)	<u>TP</u> <small>DS</small>	<u>8/25/2022</u>	_____
Budget Manager/Principal (\$2,500 - \$9,999 and All MOAs)	<u>MW</u> <small>DS</small>	<u>8/26/2022</u>	_____
Assistant Superintendent or Area Superintendent (\$10,000 - \$99,999 and all MOAs)	<u>DC</u> <small>DS</small>	<u>8/26/2022</u>	_____
Superintendent/Chief Officer (\$100,000+ and All MOAs)	<u>EM</u> <small>DS</small>	<u>8/26/2022</u>	_____

To be completed by the Administrative Services required for all contracts \$2,500 and up

	Initial	Date	Comments
Risk Management (Insurance Review)	<u>gcb</u> <small>DS</small>	<u>8/26/2022</u>	_____
Finance Officer	<u>DN</u> <small>DS</small>	<u>8/26/2022</u>	_____
Chief Business Officer (Required ≥ \$100,000)	_____	_____	_____
School Board Attorney (As required by the Chief Officer or Superintendent)	_____	_____	_____

Non-standard contract certification - "This instrument has been preaudited in the manner required by the School Budget and Fiscal Control Act. G.S. 115C-441(a)

Finance Officer _____ Date _____

Pre-route contract review only. MBW
DS 8/26/2022

POR Approval _____

DEPARTMENT NAME



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Service Agreement/Contract

Justification/Negotiation Statement

Requestor's Name: Michele Woodson

Vendor's Name: HELPS Education Fund 2009 Fairview Rd. Box 6667 Raleigh, NC 27628

Date: September 6, 2022

Justification (why services are required): HELPS Education Fund provides an evidence-based literacy intervention program in fluency that can be delivered by volunteers.

Scope of Services (what is being provided and measurable outcomes): HELPS one on one professional learning will be provided to volunteers, with materials and coaching support to ensure that tutors are effectively trained when supporting students in the classroom. This professional learning, materials and coaching support will take place in the 22-23 school year

Negotiation (Price/terms negotiated; if bid or quote for services is not the lowest of the three quotes or submitted bids please justify):

Services billed 3 times per year, based upon completion of services.

WAKE COUNTY PUBLIC SCHOOL SYSTEM

This contract (the "Contract") is made and entered into this 6th day of September 2022, between the Wake County Board of Education (the "School System"), 5625 Dillard Drive, Cary, NC 27518, and the HELPS Education Fund, Inc., (the "Provider"), 1511 Nine Iron Way, Apt. 203, Raleigh NC 27603.

For and in consideration of the mutual promises set forth in the Contract the parties do mutually agree as follows:

1. Obligations and Representations of Parties. Provider hereby agrees to provide the following services to the School System:
 - 1.1. In accordance with Attachment A – "Proposal for Partnership between Helps Education Fund and Wake County Public School System for Adopting and Sustaining HELPS to Advance Students' Reading in Wake County", at designated times and sites as specifically requested and authorized by the School System.
 - 1.2. The work will be completed in a manner acceptable to the School System and in full compliance with the terms and conditions of this Contract, including any documents incorporated by reference. All agents or employees of Provider who will provide services under this Agreement will be fully qualified, possess any requisite licenses, and otherwise be legally entitled to perform the services provided, and shall exercise the skill and care customarily exercised by duly licensed and qualified providers of the same or similar services.
 - 1.3. The parties acknowledge that the Wake County Board of Education has authorized the Superintendent or his designee to enter into service contracts involving expenditures of up to \$100,000. The parties further acknowledge that the School System may perform all or part of its obligations pursuant to this Contract through the Superintendent or his designee.
2. Compensation. The School System hereby agrees to compensate Provider in the amount (not to exceed) \$527,717.00, payable in (3) installments as follows:
 - December 15, 2022, March 15, 2023, and June 15, 2023, once all services have been rendered in accordance with the terms of this Contract.
 - Invoices are due to WCPSS staff on or before November 30, 2022, February 28, 2023, and May 31, 2023.Provider shall provide School System with invoice(s) itemized by service provided the number of hours worked and by whom, the date(s) that services were provided, and the amount owed, along with any supporting documentation that may be requested in advance by the School System. The School System shall process payments to Provider within forty-five (45) days of submission of such invoice(s).
3. Contract Funding. It is understood and agreed between Provider and the School System that the School System's payment obligation under this Contract is contingent upon the availability of appropriated funds from which payment for Contract purposes can be made.
4. Term. The services described in the Contract will be provided from 9/7/2022 through 5/31/2023, unless sooner terminated as herein provided.
5. Termination for Convenience. The School System may terminate this Contract at any time at its complete discretion upon ten (10) calendar days' notice in writing from the School System to Provider prior to the date of termination. In addition, all finished or unfinished documents and other materials produced by Provider pursuant to this Contract shall, at the request of the School System be turned over to it and become its property. If the Contract is terminated by the School System in accordance with this section, the School System will provide a prorated payment for all services performed as of the date of termination.
6. Termination for Default. At any time, the School System may terminate this Contract immediately and without prior notice if provider is unable to meet goals and timetables or if the School System is dissatisfied with the quality of services provided.
7. Insurance. Provider agrees to maintain Commercial General Liability in amount of \$1,000,000 each occurrence, \$1,000,000 each occurrence in Personal & Advertising Injury with \$2,000,000 General Aggregate, and \$2,000,000 Products/Completed Operations Aggregate. Provider shall maintain \$1,000,000 in automobile liability, and other appropriate insurance, as well as Workers Compensation in the required statutory amount for all employees participating in the provision of services under this Contract. The Wake County Board of Education shall be named by endorsement as an additional insured on the General and Automobile Liability policies. Certificates of such insurance shall be furnished by Provider to the School System and shall contain an endorsement to provide the School System at least 10 days' written notice of any intent to cancel or terminate by either Provider or the insuring company. Failure to furnish insurance certificates or maintain such insurance shall be a default under this contract

and shall be grounds for immediate termination of this Contract.

8. Taxes. Provider shall pay all federal, state and FICA taxes for all employees participating in the provision of services under this Contract.
9. Monitoring and Auditing. Provider shall maintain, during the entirety of this Contract term, including any extensions, and for three (3) years thereafter, receipts, records, and/or documents to support the following: the cost of materials purchased for Projects completed under this Contract by the Provider or its subcontractor; the number of labor hours billed by the Provider's employees and its subcontractors; the sales tax paid by the Provider and its subcontractors for materials; and the names and contact information for all of Provider's employees or subcontractors who performed work under this Contract. Provider must be able to provide this supporting documentation to the School System upon request during the Contract term, including any extensions, and within three (3) years thereafter. Provider shall cooperate with the School System, or with any other person or agency as directed by the School System, in monitoring, auditing, or investigating activities related to this Contract. Provider shall permit the School System to evaluate all activities conducted under this contract as dictated by the School System. Provider shall provide auditors retained by the School System with access to any records and files related to the provision of services under this Contract.
10. Confidentiality of Student Information. Provider agrees that all student records or personally identifiable information contained in student records that may be obtained in the course of providing services to the School System under this Contract shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations as well as the School System's policies. All student records shall be kept in a secure location preventing access by unauthorized individuals. Provider will maintain an access log delineating the date, time, agency, and identity of individual accessing student records who is not in the direct employ of Provider. Provider shall not forward to any person other than parent or the School System any student record or personally identifiable information obtained from a student record (including, but not limited to, the student's identity) without the written consent of the School System. Upon termination of this Contract, Provider shall turn over to the School System all student records or personally identifiable information about students obtained by Provider while providing services under this Contract. Nothing in this Contract gives Provider any right to access any student records or personally identifiable information.
11. Lunsford Act. Provider also acknowledges that G.S. § 14-208.18 prohibits anyone required to register as a sex offender under Article 27A of Chapter 14 of the General Statutes from knowingly being on the premises of any school. Provider shall conduct or arrange to have conducted, at its own expense, sexual offender registry checks on each of its owners, employees, agents and subcontractors ("contractual personnel") who will engage in any service on or delivery of goods to School System property or at a School System sponsored event, except checks shall not be required for individuals who are solely delivering or picking up equipment, materials, or supplies at: (1) the administrative office or loading dock of a school; (2) non-school sites; (3) schools closed for renovation; or (4) school construction sites. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"). For Provider's convenience only, all of the required registry checks may be completed at no cost by accessing the United States Department of Justice Sex Offender Public Website at <http://www.nsopw.gov/>. Provider shall provide certification on the Sexual Offender Registry Check Certification Form (Attachment A) that the registry checks were conducted on each of its contractual personnel providing services or delivering goods under this Contract prior to the commencement of such services or the delivery of such goods. Provider shall conduct a current initial check of the registries. The sex offender registry checks shall be conducted within 30 days of Provider's execution of the Contract and prior to performing any services on School System property. In addition, Provider agrees to conduct the registry checks and provide a supplemental certification form before any additional contractual personnel are used to deliver goods or provide services pursuant to this Contract. Provider further agrees to conduct annual registry checks of all contractual personnel and provide annual certifications at each anniversary date of this Contract. Provider shall not assign any individual to deliver goods or provide services pursuant to this Contract if said individual appears on any of the listed registries. Provider agrees that it will maintain all records and documents necessary to demonstrate that it has conducted a thorough check of the registries as to each contractual personnel, and agrees to provide such records and documents to the School System upon request. Provider specifically acknowledges that the School System retains the right to audit these records to ensure compliance with this section at any time in the School System's sole discretion. Failure to comply with the terms of this provision shall be deemed a material breach of the Contract.
12. Criminal Background Checks. In addition, the Provider shall ensure that all contractual personnel who may deliver goods or perform services under this contract are approved through the School System's criminal background check, at the School System's expense. Contractual personnel must be approved prior to rendering any services

under the contract, and Provider will follow the School System's instructions to ensure that the criminal background checks are completed. The School System may assign an agent at its discretion to perform the criminal background checks. Provider further agrees that it has an ongoing obligation to provide the School System with the name of any new contractual personnel who may deliver goods or provide services under the Contract. The School System reserves the right to prohibit any contractual personnel of Provider from delivering goods or providing services under this Contract if the School System determines, in its sole discretion, that such contractual personnel may pose a threat to the safety or well-being of students, school personnel or others, or if such contractual personnel may otherwise pose a risk to the School System's operations.

13. Indemnification. Provider shall indemnify and hold harmless the School System and its agents and employees from and against all claims, actions, demands, costs, damages, losses, and/or expenses of any kind whatsoever resulting from the omission or commission of any act, lawful or unlawful, by Provider or its agents and/or employees, including but not limited to court costs and attorney's fees, incurred in connection with the defense of said matters. The parties agree that this indemnification clause is an "evidence of indebtedness" for purpose of N. C. Gen. Stat. § 6-21.2.
14. Relationship of Parties. Provider shall be an independent contractor of the School System, and nothing herein shall be construed as creating a partnership or joint venture; nor shall any employee of Provider be construed as an employee, agent, or principal of the School System. Provider shall not assign, subcontract, or otherwise transfer any interest in this contract without the prior written approval of the School System.
15. Applicable Laws. Provider shall comply with all applicable laws and regulations in providing services under this Contract. In particular, Provider shall not employ any individuals to provide services to the School System who are not authorized by federal law to work in the United States. Provider represents and warrants that it is aware of and in compliance with the Immigration Reform and Control Act and North Carolina law (Article 2 of Chapter 64 of the North Carolina General Statutes) requiring use of the E-Verify system for employers who employ twenty-five (25) or more employees and that it is and will remain in compliance with these laws at all times while providing services pursuant to this Contract. Provider shall also ensure that any of its subcontractors (of any tier) will remain in compliance with these laws at all times while providing subcontracted services in connection with this Contract. North Carolina law will govern the interpretation and construction of the Contract. Provider shall comply with the Affordable Care Act and accompanying IRS and Treasury Department regulations.
16. Provider's Representations. Provider represents that as of the date of this Contract, Provider is not included on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.58. Provider also represents that as of the date of this Contract, Provider is not included on the list of restricted companies determined to be engaged in a boycott of Israel created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. § 147-86.81.

Provider is duly qualified to do business in North Carolina. If Provider is a business entity that is not registered in North Carolina, prior to beginning the services described by this Contract, Provider shall either (i) obtain a certificate of authority from the Secretary of State for North Carolina, pursuant to N. C. Gen. Stat. § 55-15-03, or (ii) provide a letter from an attorney indicating that the attorney has reviewed N. C. Gen. Stat. § 55-15-01 and determined that Provider is not required to obtain a certificate of authority pursuant to N. C. Gen. Stat. § 55-15-01(b).

17. Anti-Nepotism. Provider warrants that, to the best of its knowledge and in the exercise of due diligence, none of its corporate officers, directors, or trustees and none of its employees who will directly provide services under this Contract are immediate family members of any member of the Wake County Board of Education or of any principal or central office staff administrator employed by the Wake County Board of Education. For purposes of this provision, "immediate family" means spouse, parent, child, brother, sister, grandparent, or grandchild, and includes step, half, and in-law relationships. Should Provider become aware of any family relationship covered by this provision or should such a family relationship arise at any time during the term of this Contract, Provider shall immediately disclose the family relationship in writing to the Superintendent of the Wake County Public School System. Unless formally waived by the Wake County Board of Education, the existence of a family relationship covered by this Contract is grounds for immediate termination by Owner without further financial liability to Provider.
18. Applicable Wake County Board of Education Policies. Provider acknowledges that the Wake County Board of Education has adopted policies governing its relationship with vendors and conduct on School System property and agrees to abide by any and all relevant WCPSS policies during the term of the contract and while on School System property. WCPSS's Provider related polices can be viewed at <https://www.wcpss.net/Page/45862> and are incorporated into this Contract by reference.
19. Entire Agreement. This Contract may be amended only by written amendments duly executed by and between the School System and Provider. This Contract, including the purchase order, if any, used in connection herewith and any other document(s) expressly incorporated by reference as a part of this Contract, constitutes and expresses the entire agreement and understanding between the parties concerning its subject matter. This Contract

supersedes all prior and contemporaneous discussions, promises, representations, agreements and understandings relative to the subject matter of this contract. To the extent there may be any conflict between the four corners of this Contract and other documents incorporated by reference herein, the terms of this Contract will control. If any provision of this Contract shall be declared invalid or unenforceable, the remainder of the Contract shall continue in full force and effect.

- 20. Counterparts and Execution. This Contract may be executed in any number of counterparts, each of which shall be deemed an original but all of which together will constitute one and the same agreement. The Parties agree that scanned, faxed, and/or electronically transmitted copies of this Contract will have the same validity and force as an original, and that scanned, faxed, or electronic signatures shall be deemed original signatures for purposes of this Contract and given the same legal effect as original signatures.
- 21. Authority to Enter Contract. The person(s) executing this Contract on behalf of Provider have authority to do so as an official, binding act of Provider.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first indicated above.

**WAKE COUNTY
BOARD OF EDUCATION**

PROVIDER

Lindsey Mahaffey, Board Chair

John, C. Begeny

This instrument has been pre-audited in the manner required by the School Budget and Fiscal Control Act. G.S. 115C-441(a).

Finance Officer

Date



**Proposal for Partnership between Helps Education Fund
and Wake County Public School System**
for Adopting and Sustaining HELPS to Advance Students'
Reading in Wake County

July 22, 2022

We greatly appreciate the opportunity to submit a contract proposal to the Wake County Public School System to support community volunteers' implementation of HELPS. The overall purpose of HELPS is to strengthen students' reading fluency in order for them to become more confident and successful readers. HELPS has over 10 years of research and is scientifically validated to improve students' reading fluency and comprehension. For more than a decade, Helps Education Fund has worked with schools and community partners to provide HELPS-related materials and support, including curriculum materials, training, program fidelity monitoring, coaching for educators using this intervention, and program evaluation.

This contract outlines a partnership between Helps Education Fund, the Wake County Public School System (WCPSS), and interested community partners in Wake County. In creating this proposal, Helps Education Fund considered the implementation integrity supports needed to successfully implement HELPS, as well as supports to assist WCPSS with growing capacity and sustainability for volunteers to use HELPS in WCPSS.

Proposed Work for the 2022-2023 School Year

Helps Education Fund will work with WCPSS and other interested community partners to provide the HELPS One-on-One program in 30 elementary schools, with approximately 36 different students receiving HELPS per school (18 in each half of the school year). For clarity and brevity throughout this proposal, please note that:

- the HELPS One-on-One program will simply be referred to as "HELPS"
- "school" will be used to refer to any site where HELPS will be implemented as part of this proposal, which could include providing HELPS at a WCPSS elementary school during the school-day and/or at an after-school program that supports only WCPSS students
- "tutor" will be used to refer to community members who are not WCPSS staff members and will provide the HELPS program as their tutoring activity

HELPS tutors will be community volunteers (approximately 360 total) who are recruited by WCPSS, community partners, and Helps Education Fund. Appendix A summarizes what we know to date about the community partners that will be involved with this work and the ways they will be involved. The list is a working document with new partners being added as they commit to the partnership.

This proposal is designed to support at least 1,000 WCPSS students in grades 2-5 with HELPS tutoring. The exact number of students who receive HELPS as part of this proposed project will be influenced by the number of available tutors recruited and their number of tutoring hours (currently estimated at 2 hours/week for each tutor) but Helps Education Fund will engage in ongoing communication and collaboration with WCPSS and community partners to ensure the most possible HELPS tutoring given the number of available tutors and their weekly availability.



**Proposal for Partnership between Helps Education Fund
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Reading in Wake County

As part of this partnership and contract, Helps Education Fund will:

- Provide training, coaching, scheduling, and general implementation support for tutors recruited to implement HELPS.
- Provide personnel, resources, and research-supported tools to strengthen intervention fidelity and student progress within the program (e.g., Helps Education Fund will assist with ongoing assessment and data-based decision-making for all students receiving HELPS).
- Provide ongoing communication and collaboration with WCPSS and community partner staff involved with this project.
- Work with WCPSS and community partners to ensure strong communication, a positive experience, and a high retention rate for HELPS tutors.
- Assist with overall program evaluation and work closely with WCPSS to improve capacity and system structures that better allow for volunteer tutors to effectively use HELPS within schools or after-school programs.
- Provide a formal mid-year and end-of year report that documents key data pertaining to the project (e.g., number of participating schools, number of tutors recruited, number of students receiving HELPS from tutors, and number of HELPS sessions provided, tutors' fidelity with using HELPS, etc.).

Identification of Partner Schools for the 2022-2023 School Year

Helps Education Fund will work with WCPSS and community partners to identify 30 schools that are optimal for implementation during the Year 1 roll-out phase while considering readiness factors such as current tutoring infrastructures, interest from school leadership, and need for reading fluency support. Helps Education Fund has secured some funding to support a portion of the project that is focused on high needs schools within each of the 8 zip codes of Wake County listed below. We would like to explore interest from the following schools as potential partners based on school needs and location within those identified zip codes:

Table 1: Initial list of schools to consider as partner sites for HELPS tutoring

Zip Code	Elementary Schools Within the Zip Code
27601	Hunter Elementary Washington Elementary
27605	Partnership Elementary Wiley Elementary
27610	Barwell Road Elementary Bugg Elementary Fuller Elementary Poe Elementary Powell Elementary Rogers Lane Elementary Southeast Raleigh Elementary Walnut Creek Elementary
27615	Baileywick Road Elementary Lead Mine Elementary



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	North Ridge Elementary
27616	Fox Road Elementary Harris Creek Elementary River Bend Elementary Wildwood Forest Elementary
27603	Banks Road Elementary Brentwood Elementary Smith Elementary Vance Elementary
27604	Beaverdam Elementary Conn Elementary Wilburn Elementary
27529	Aversboro Elementary Bryan Road Elementary Creech Road Elementary East Garner Elementary Rand Road Elementary Timber Drive Elementary Vandora Springs Elementary

By August 2022, Helps Education Fund will collaborate with WCPSS leaders and community partners to identify and confirm 30 schools that explicitly indicate their interest and capacity to receive HELPS tutoring in school year 2022-23. As part of this process, Helps Education Fund will also work with WCPSS and community partners to ensure all plans and systems are well-developed. For example, Helps Education Fund will support plans and decisions related to needed communication systems, scheduling recommendations, and tutor retention plans.

Summary of Key Project Goals

Helps Education Fund will analyze all aggregate data of students' reading goals and confidence as well as tutors' implementation fidelity results to document achievement of the following goals:

- 1) Up to 360 tutors each will receive training in HELPS during Year 1 of implementation and each of those tutors will receive the necessary 3-5 evidence-based coaching sessions and observations to support and verify they are using HELPS accurately and most effectively (that is, with implementation fidelity).
- 2) At least 90% of tutors who received 3-5 coaching sessions will reach or make progress toward demonstrating 100% accuracy/fidelity in their use of HELPS.
- 3) At least 90% of students receiving HELPS will report in surveys that they enjoyed their experience with HELPS and will report greater confidence in their reading.
- 4) At least 90% of tutors receiving HELPS training and coaching will report in surveys that they enjoyed their experience.



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Pricing for Materials and Services

The design of Helps Education Fund services and pricing is based on our current work with school districts in NC and across the United States. The options described should be viewed as potentially negotiable, as Helps Education Fund is interested in working with schools and community organizations to find fair and cost-effective ways to support teachers and students. Although we strive to offer research-supported educational materials and services at the lowest possible costs, we seek some financial compensation to cover our basic expenses for staffing and materials. A summary of the proposed plan with staffing and material needs are detailed below.

Table 2: Summary of Components in Proposed Plan

Total sites	Number of tutors actively serving students per day	Total number of students receiving HELPS per day
30 (36 students per site; 18 in each half of the school year)*	360 tutors (each tutor supports 6 students during 2 total hours per day)	540*

* Because a new cohort of students will start at the middle of the school year, we anticipate serving at least 1,000 total students throughout the school year with community volunteer HELPS tutors.

Table 3: Summary description of the main Helps Education Fund staff members involved in the project

Project Director Example activities include consulting with lead project manager in planning and strategy; quality assurance and supervision of the Lead Project Manager; problem-solving issues with the Executive Director and Project Manager (and when needed the community-based partner collaborative team); overall consultation and support to the lead project manager to ensure project goals are met; and support ongoing evaluation activities.
Lead Project Manager Example activities include leading project communications, planning, overseeing recruitment and hiring of all tutors, onboarding all needed Help Ed Fund staff for this project; problem-solving issues with the Project Director, communications with schools and community partners (e.g. providing info sessions and generating enthusiasm for HELPS programming); oversee development of all project-specific training materials overall consultation and support to ensure project goals are met; and support ongoing evaluation activities.
HELPS Project Manager & Lead Coach Example activities include assisting with recruitment, interviewing, and hiring of all tutors; supporting development of all project-specific training materials; facilitating workshops for tutors; leading communication with HELPS tutors and coaches; training or verifying exceptional competence for all HELPS coaches; ensuring coaching goals are met, support coaches with planning logistics of tutoring sessions; overseeing quality assurance of HELPS coaches; provide coaching observations for tutors, problem-solving with Lead Project Manager if challenges arise.
HELPS Coaches (10 different individuals) Example activities include assisting HELPS Project Manager with recruitment, interviewing, and hiring of all tutors; assisting with development of all project-specific training materials; providing ongoing coaching and support for tutors (~36 tutors per coach at approx. 3 different sites); assist all tutors with monitoring student data and sessions (as part of advanced intervention fidelity of HELPS programming); documenting all training and coaching data and using data to improve tutors' program implementation; working with Project Manager to aggregate all coaching data for final reporting.



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Executive Director Example activities include collaborating on all higher-level project communications, planning, and strategy; supervising the Project Director and supporting that person with quality assurance and meeting all project goals; problem-solving issues with community partner collaborative team if challenges arise.

Helps Education Fund will provide all needed HELPS Program materials required for implementation, including:

- Up to 150 HELPS Teacher Passage books (4-5 sets of materials per site)
- Up to 150 HELPS Student Passage books
- Up to 150 HELPS Teachers Manual
- Digital student folders, containing all needed graphs, progress tracking forms, and prize charts

In collaboration with WCPSS and community partners, Helps Education Fund will provide comprehensive reporting resulting from HELPS program evaluation at the end of year to include including measures of:

- (a) tutor implementation fidelity,
- (b) tutor satisfaction with training and HELPS implementation, and
- (c) student satisfaction resulting from receiving HELPS.
- (d) Student growth measures will be included to the extent that the data sharing agreement allows

Total cost for materials and services = \$527,717

(If ~540 students are served in each half of the school year, the total cost per student is \$488.63)

Time Period of Contract for Year 1 Implementation: September 7, 2022 until May 31, 2023

We would welcome the opportunity for collaboration with Wake County Public Schools and look forward to further discussions with your team.



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Appendix A: Participating Community Partners in WakeTogether

As of July, 22 2022, the table below summarizes which community partners have expressed interest in being involved with this project and the ways each respective community partner will participate.

Community Partner	Summary of how the community partner will collaborate with HELPS tutoring
YMCA of the Triangle	Collaboration during the planning and implementation phase of the project, developing a website for streamlined communication to the public and potential tutors, training tutors in child safety, and having tutoring take place in YMCA afterschool sites at the 30 schools identified for Year 1 implementation.

