



K. Erik Swanson, Ph.D.
Superintendent of Education

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Joseph L.M. Sanchez
Deputy Superintendent,
Curriculum and Instructional Improvement

March 25, 2024

MEMORANDUM

TO: Deputy Superintendent of Finance & Administrative Services

FROM: Deputy Superintendent, Curriculum & Instructional Improvement

SUBJECT: Summer School Standard Service Agreements

Buenas yan Hafa Adai! The Classroom Supports & Interventions (CSI) Project is respectfully requesting review for compliance for the following Standard Service Agreement for Summer School Year 2023 - 2024

1. CSI 24-769 SUMMER SCHOOL STANDARD SERVICE AGREEMENT FOR HIGH SCHOOL COORDINATORS
2. CSI 24-770 SUMMER SCHOOL STANDARD SERVICE AGREEMENT FOR HIGH SCHOOL TEACHER

We look forward to your favorable response. Should you have any questions, please contact Jesse Pendon, CSI Project Lead at jesse.pendon@gdoe.net/ csi@gdoe.net/ 671-300-1634.

Joseph L.M. Sanchez

A handwritten signature in black ink, appearing to be 'JEP'.

Attachments:

1. CSI 24-752 SUMMER SCHOOL STANDARD SERVICE AGREEMENT FOR ELEMENTARY/ MIDDLE SCHOOL COORDINATORS
2. CSI 24-753 SUMMER SCHOOL STANDARD SERVICE AGREEMENT FOR ELEMENTARY/ MIDDLE SCHOOL TEACHER



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Joseph L.M. Sanchez
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SUMMER SCHOOL STANDARD SERVICE AGREEMENT FOR HIGH SCHOOL COORDINATORS UNDER THE CLASSROOM SUPPORTS & INTERVENTIONS (CSI) PROJECT

“This activity is administered by the Guam Department of Education (GDOE) and funded by the U.S. Department of Education – Consolidated Grant to Outlying Areas.”

SCHOOL YEAR 2023-2024

This Agreement is made on _____ by and between the Consolidated Grant (CG)
Date

Classroom Supports and Interventions (CSI) Project, Guam Department of Education (GDOE) Public

Schools District and _____ for _____
Name of Teacher Name of School

Both parties mutually agree to the terms and conditions of this agreement as the **Summer School High School Coordinator** (hereinafter will be referred to as Coordinator).

Note: If a position is shared, both names of teachers must be included on the agreement.

SECTION 1: PURPOSE

GDOE intends to engage the professional services of the **Coordinator** to be the point of contact between the school and CSI Project; coordinate all summer school related activities at the school site; facilitate collaborative meetings and work sessions for all activity personnel; and participate in District meetings and trainings. The summer school program will be conducted within the identified period of **Session A: June 10 – June 19, 2024 and Session B: June 24-July 3, 2024**. Summer School will be 120 minutes of instruction using synchronous and asynchronous time.

SECTION 2: TERMS & CONDITIONS

This agreement will be in full effect upon the final approval of the Deputy Superintendent, Curriculum & Instructional Improvement on this Standard Service Agreement for **Coordinator**. This Agreement shall commence in June **2024** and terminate no later than **July 2024**. This activity is subject to the availability of funds. Either party may terminate this agreement at any time without cause. **All deliverable items must be uploaded to a google classroom no later than July 10, 2024 for review. CSI Project personnel will notify the Coordinator of items needed by each deadline. As part of monitoring, CSI can impose a mid-review of deliverables.**

SECTION 3: SCOPE OF SERVICE

The **Coordinator** must meet the following requirements:

- Possess a valid Guam Teaching Certificate (Temporary, Initial, Professional Educator, or Master); Schools may select limited term/ part time teachers to support the summer school program.
 - Copy of Teaching Certificate must be attached

OR

- Copy of current Personnel Action (PA) for grade and/or subject area for non-certified classroom teachers. Note On-Call Substitutes do not qualify for stipends under this agreement.
 - Copy of PA must be attached
- Non GDOE Employees/ New
 - EEO will contact individual for clearances needed
 - Valid Teaching Certificate, Police Clearance, Superior Court Clearance, TB Clearance
 - Drug testing (at the applicant's expense)

Coordinator Roles & Responsibilities

The **Coordinator** shall agree to provide appropriate services of lessons and activities for all participating public, Charter, and Private Non-Public (PNP) students. **Coordinator** responsibilities include, but are not limited to, the following:

- Collaborate with school administrator and stakeholders in providing a Program Design of how the school will implement the summer school program. Design should be aligned to the school's action plan; incorporate feedback and input of stakeholders;
- Collaborate with school counselors to meet with students on graduation status to identify courses needed for credit recovery based on a 0.5 credit per session;
- Create and maintain a master listing of all student registrations to include courses needed for credit recovery. Schedule students in Power School for courses needed and balance teacher class load;
- Provide a master teacher schedule for summer school that indicates dates and time of classes, if applicable, links to classes, time for online support to parents/guardians and students enrolled in a class;
- Plan and hold school wide orientation for students, parents/guardians, and teachers;
- Hold and actively lead weekly Professional Learning Communities (PLC)/ Collaborative meetings with teachers on program successes, challenges, best practices, student successes, interventions, etc.;
- Maintain daily teacher sign in sheets and biweekly timesheets and submit to Project personnel at the end of each pay period;
- Ensure teachers maximize student enrollment with a minimum of 10 students. Should the minimum number of students not be met, the Summer School **Coordinator** and Administrator must immediately notify the CSI Project Lead to determine a resolution.
- Attend all Project meetings;
- Report on overall student progress to include number of students that are progressing based on formative assessments;
- Conduct and compile district student and parent perception surveys;

- Review and compile all teacher deliverables for submission to Project Personnel and reviewers;
- Assist with the planning and/or preparing of the Rainbow Graduation, to include, but not limited to, preparing student diplomas;
- Work with teachers and computer operators at school to ensure grades are submitted and stored in a timely manner;
- Conduct a final reporting of student graduation status to validate seniors that meet requirements for Rainbow Graduation;
- Follow up with any late submission from teacher to ensure final closure of activity at the school site.

SECTION 4: COMPENSATION FOR SERVICES

All compensation for **Coordinator(s)** shall be from GDOE and shall not be duplicated from any outside source.

1. Upon completion of the program and fulfilling all of his/her duties and responsibilities, GDOE will compensate in one lump sum payment up to three thousand five hundred dollars (\$3,500.00) for the Summer School activity which is based on the approved Consolidated Grant.
2. Delays in submission of deliverables and no access to reviewers will consequently result in a delay in payment.
3. If for any reason, the **Coordinator(s)** fails to perform his/her duties and responsibilities during the terms and conditions of this agreement, GDOE will pay for the completed work performed and submitted by the **Coordinator**. The Administrator shall validate completed work and approve the **Coordinator(s)** work schedules for the program.
 - A ten percent (10%) deduction will be applied for unexcused, habitual absenteeism of three (3) concurrent days throughout the program. Biweekly timesheets and employee daily attendance logs will be submitted to activity Project Lead.
 - Upon receipt of all required documents by due dates, the CSI Project Team will review all documents submitted by the **Coordinator** and transmit to the Federal Programs Division for compliance review. Certification of funds will be done by the Budget Office and the Deputy of Finance and Administrative Services. Payment will be processed by the Payroll Office.
4. Upon successful review, validation, and certification of the completed documents, the payment(s) is/are subject to required tax deductions. Any incomplete documents will be returned for correction and resubmission. Delays in submission of deliverables will consequently result in a delay in payment.

SECTION 5: DELIVERABLES & TASK DESCRIPTION

Deliverable	Task Description	Deadline
Master Schedule	Master Schedule	July 10, 2024

	<p>Provide a master schedule for each session for all program personnel. Master Schedule should include the following information:</p> <ul style="list-style-type: none"> • Teacher Name • Subject(s) taught/ course teaching • Number of registered students (include student cohort days). • Class days and time and classroom links for monitoring and observations by Project Personnel 	
Collaborative Meeting	<p>Collaborative Meetings & Work Sessions Hold and actively lead in collaborative working sessions with stakeholders (school principals, teachers, regular classroom teachers, etc.). Actively engage in discussions on student progress, data, interventions, etc.</p> <p><i>Evidence</i> <i>Sign In Sheets & Agendas</i> <i>Handouts</i> <i>Next Steps Summary</i></p>	July 10, 2024
Overall Student Progress	<p>Compile overall student progress from teachers. Progress shall include pre and post formative assessments; aimsweb scores (if applicable), overall student grade(s) and/ or other data to show progress.</p> <p><i>Evidence</i> <i>Overall Student Progress</i></p>	July 10, 2024
Teacher Deliverables Checklist	<p>Conduct initial review of teacher deliverables for submission. Must organize and label documents properly in a shared drive/ folder. Ensure administrators sign off that documents are complete.</p> <p><i>Evidence</i> <i>Deliverable Checklist signed by Coordinator and Admin</i> <i>Uploaded documents in google classroom</i></p>	July 10, 2024
End of Program Report	<p>Provide an end of program report using measurement data on whether the course goals and objectives were achieved. Identify design achievements and challenges, areas that need improvement and recommendations.</p> <p><i>Evidence:</i></p> <ul style="list-style-type: none"> • <i>Compiled perception surveys for overall summer school activities.</i> • <i>Final reflection of challenges, successes, what worked, and recommendations for future planning.</i> 	July 10, 2024
	TOTAL PAYMENT	\$3, 500.00

SECTION 6: ACKNOWLEDGEMENT & APPROVAL

1. I have read and understand the deliverables required in this Standard Service Agreement. _____ Initial
2. I understand that full payment is made upon submission and review by C&I, then compliance review by Federal Programs Division. _____ Initial
3. I understand that timely feedback will be provided within five (5) business days of stated deadline(s). _____ Initial
4. I understand that all deliverables must be submitted electronically via google classroom by stated deadline(s). No access will result in delay of payment. _____ Initial
5. I understand that payment will be made within twenty (20) business days after the stated final deadline of all completed deliverable items. This excludes incomplete or missing deliverables items. _____ Initial
6. I understand that any delay in my submission of stated deliverables will result in a delayed payment. _____ Initial

Teacher Name:	GDOE Employee Identification Number (EIN):
Teacher Signature:	GDOE Email Address
<input type="checkbox"/> Copy of Teaching Certificate or a current Personnel Action (PA) is attached. By not attaching a copy of your teaching certificate or PA will result in an incomplete agreement or delay in payment.	
School	School Contact Number
Mailing Address	Contact Number
<i>Administrator: By signing below, you are certifying that teacher meets all minimum requirements and your signature is evidence of your recommendation of said teacher.</i>	
School Principal Name	Principal Signature & Date

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Project: Consolidated Grant: Project #3, Classroom Supports and Interventions (CSI)

Stipend Amount: \$3,500.00



Jesse Pendon
Project Lead, CSI

Joseph L.M. Sanchez, Program Manager
Deputy Superintendent, Curriculum & Instructional Improvement

“This activity is administered by the Guam Department of Education (GDOE) –Federal Programs Division/Grants Office and funded by the U.S. Department of Education – Consolidated Grant to Outlying Areas.”



K. Erik Swanson, Ph.D.
Acting Superintendent of Education

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Joseph L.M. Sanchez
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SUMMER SCHOOL STANDARD SERVICE AGREEMENT – SUMMER SCHOOL HIGH SCHOOL TEACHER CLASSROOM SUPPORTS & INTERVENTIONS (CSI) PROJECT

“This activity is administered by the Guam Department of Education (GDOE) and funded by the U.S. Department of Education – Consolidated Grant to Outlying Areas.”

SCHOOL YEAR 2023-2024

This Agreement is made on _____ by and between the Consolidated Grant (CG)
Date

Classroom Supports & Interventions (CSI) Project, Guam Department of Education (GDOE) Public Schools

District and _____ for _____ . Both
Name of Teacher Name of School

parties mutually agree to the terms and conditions of this agreement as the Summer School-High School Teacher. (Hereinafter will be referred to as SS High School Teacher)

Note: If a position is shared, both names of teachers must be included on the agreement.

SECTION 1: PURPOSE

GDOE intends to engage the professional services of the **SS High School Teacher** to provide and instruct course(s) for at-risk students lacking credit(s) to be on track with their grade level and/or graduation.

The **SS High School Teacher** will be assigned to teach _____ for
Course/Subject

_____. The Summer School Program will be conducted within
Indicate Session(s)

the identified period of **Session A: June 10-June 19, 2024 and Session B: June 24-July 3, 2024**. Summer School will be 120 minutes of synchronous and asynchronous instruction.

SECTION 2: TERMS & CONDITIONS

This agreement will be in full effect upon the final approval of the Deputy Superintendent, Curriculum & Instructional Improvement on this Standard Service Agreement for the **SS High School Teacher**. This

Agreement shall commence in June 2024 and terminate no later than July 2024. This activity is subject to the availability of funds. Either party may terminate this agreement at any time without cause. Enrollment for each class must have a minimum of ten (10). All deliverable items must be uploaded to the google classroom no later than July 10, 2024 for review. CSI Project personnel will notify the Coordinator of items needed by each deadline. As part of monitoring, CSI can impose a mid-review of deliverables.

SECTION 3: SCOPE OF SERVICE

The **SS High School Teacher** must meet the following requirements:

- Possess a valid Guam Teaching Certificate (Temporary, Initial, Professional Educator, or Master); Schools may select limited term/part time teachers to support the summer school program.
 - Copy of Teaching Certificate must be attached

OR

- Non GDOE Employees
 - EEO will contact individual for clearances needed
 - Valid Teaching Certificate, Police Clearance, Superior Court Clearance, TB Clearance
 - Drug testing (at the applicant's expense)

High School Teachers Roles & Responsibilities

The **SS High School Teacher** shall agree to provide appropriate lessons and activities for all public, Charter, and Private Non-Public (PNP) students. Responsibilities include, but are not limited to, the following:

- Provide 120 minutes of synchronous and/or asynchronous instruction for at-risk students needing credit recovery;
- Conduct an orientation with students and review syllabus - course description, assignments and assessments, expectations, and grading policy;
- Provide set office hours to assist students with assignments/ projects and any technical assistance with accessing materials for class;
- Create lessons and activities appropriate for students with relevant interactive lessons and activities/ projects using Schoology, Google Classroom or similar;
- Assess students using common formative assessments as a pre and post assessment;
- Take daily attendance of student participation;
- Communicate regularly with parents/ guardians and students on student performance (progress, successes, challenges, attendance & behavior issues, etc.). Methods of communication include, but not limited to, email, text, phone, zoom, or google meet. Ensure any form of communication is logged;
- Provide a monitoring plan for students at-risk of failing class receiving 60% and below, plan should detail interventions and supports teacher will provide;
- Conduct and compile district surveys for students, parents, and any other applicable questionnaire required by the Program;
- Provide a reflection of challenges and successes and any midcourse changes;
- Complete End of Program Report to include, but not limited to, the reflection on planning, challenges, successes, recommendations and data from compiled surveys on effectiveness of course and supports provided;
- Participate in regular Summer School meetings, PLCs and collaborative sessions with school site team,

- and share one (1) activity, strategy, and or best practice currently using in the summer school program;
- Sign-in daily on both the daily attendance log and/or complete employee timesheet;
- Recommend that teachers utilize templates provided by CSI to ensure deliverables are complete.

SECTION 4: COMPENSATION FOR SERVICES

All compensation for **SS High School Teacher** shall be from GDOE and shall not be duplicated from any outside source.

1. Upon completion of the program and fulfilling all of his/her duties and responsibilities, GDOE will compensate in one lump sum payment up to three thousand dollars (\$3,000.00) for the Summer School activity which is based on the approved CSI Consolidated Grant (CG) application. The compensation is as follows:

Session	Payment Breakdown
1 Session (A or B)	\$1,500.00
2 Sessions (A and B)	\$3,000.00

2. If for any reason, the **SS High School Teacher** fails to perform his/her duties and responsibilities during the terms and conditions of this agreement, GDOE will pay for the completed work performed by the Teacher. The Administrator and Summer High School Coordinator shall validate completed work and approve the **SS High School Teacher's** work schedule.
3. A ten per cent (10%) deduction will be applied for unexcused, habitual absenteeism of three (3) concurrent days throughout the program. Biweekly timesheets and employee daily attendance logs will be submitted to the activity Project Lead.
4. Upon receipt of all required documents on the due dates, the CSI Project Team will review all documents submitted by the **SS High School Teacher** and transmit to the Federal Programs Division for compliance. Certification of funds will be done by the Budget Office and the Deputy of Finance and Administrative Services. Payment will be processed by the Payroll Office.
5. Upon successful review, validation, and certification of the completed documents, the payment(s) is/are subject to required tax deductions. Any incomplete documents will be returned for correction and resubmission. Delays in submission of deliverables will consequently result in a delay in payment.

SECTION 5: DELIVERABLES & TASK DESCRIPTION

Deliverable	Task Description	Deadline
Course Syllabus & Lesson Plan	<p>Course Syllabus The syllabus shall include course description and objective(s), time of online class and how synchronous/asynchronous sessions will be accessed, assessments, timeline of activities, and office hours, etc.</p> <p>Lesson Plan One (1) Formal lesson plan for each session course/subject. Lesson plan must meet the minimum components on Board Policy 378 for Lesson Plan. Identify the name of course, dates, objective for the course, the materials/platform required, and a summary of all the activities.</p>	July 10, 2024
Communication Log	<p>Communication Log Log regular communication between teacher and parents/guardians on student overall progress in class. Log can include, but not limited to, attendance, student behavior, student progress, feedback on assignments, upcoming events/activities, praise, status of mid progress grades, homework help, tutoring support, and small group instruction.</p> <p><i>Evidence</i> <i>Log must include:</i></p> <ul style="list-style-type: none"> ● <i>Weekly communication</i> ● <i>Method of communication</i> ● <i>Individual contacted</i> ● <i>Date & time</i> ● <i>Purpose of communication</i> ● <i>Outcome of communication</i> 	July 10, 2024
Student Grades	<p>Student Grades Summer School Gradebook for each session.</p> <p><i>Evidence</i></p>	July 10, 2024

	<p><i>Complete gradebook for each session with the following information:</i></p> <ul style="list-style-type: none"> • <i>Student Name</i> • <i>Grade Level</i> • <i>Final Grade</i> 	
PLC Sharing	<p>PLC Sharing</p> <p>One (1) PLC Sharing. Teacher will share in Professional Learning Community (PLC) best practices, strategies, activities they are doing in their Summer School class to address at-risk students and the types of intervention supports.</p> <p><i>Evidence:</i></p> <ul style="list-style-type: none"> • <i>Copy of PLC Powerpoint</i> 	July 10, 2024
End of Program Report	<p>End of Program Report</p> <p>Provide an end of program report using measurement data on whether the course goals and objectives were achieved. Identify achievements and challenges, areas that need improvement and recommendations. Also provide evidence of student success.</p> <p><i>Evidence:</i></p> <ul style="list-style-type: none"> • <i>Compiled student/parent survey results. Surveys should include, but not limited to overall satisfaction, teacher satisfaction, supports and interventions.</i> • <i>Final teacher reflection on challenges, successes, what worked and can be used for future planning.</i> • <i>Any new strategies being implemented to support interventions.</i> 	July 10, 2024
	TOTAL PAYMENT	\$3,000.00

SECTION 6: Acknowledgement & Approval

1. I have read and understand the deliverables required in this Standard Service Agreement. _____ Initial
2. I understand that full payment is made upon submission and review by C&I, then compliance review by Federal Programs Division. _____ Initial
3. I understand that timely feedback will be provided within five (5) business days of stated deadline(s). _____ Initial
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6. I understand that any delay in my submission of stated deliverables will result in a delayed payment. _____ Initial

Teacher Name:	GDOE Employee Identification Number (EIN):	Summer Session:
Teacher Signature:	GDOE Email Address	
<input type="checkbox"/> Copy of Teaching Certificate or a current Personnel Action (PA) is attached. By not attaching a copy of your teaching certificate or PA will result in an incomplete agreement or delay in payment.		
School	School Contact Number	
Mailing Address	Contact Number	
<i>Administrator:</i> By signing below, you are certifying that teacher meets all minimum requirements and your signature is evidence of your recommendation of said teacher.		
School Principal Name	Principal Signature & Date	

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Project: Consolidated Grant: Project #3, Classroom Supports & Interventions (CSI)

Stipend Amount: \$3,000.00 (\$1,500.00 per session)



Jesse Pendon
Project Lead, CSI

Joseph L.M. Sanchez
Deputy Superintendent, Curriculum & Instructional Improvement
Program Manager