

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 Market Street
Harrisburg, PA 17126-0333

Division of Federal Programs
School Year: 2008-2009

SES Review

LEA: School District of Philadelphia

Address: 5210 North Broad St. 2nd Floor
Philadelphia

Khepera Early Learning Academy & Cultural
Carrie Bailey, CEO Center

Provider Name and address of location:

Time of Visit - Arrival 3:50pm Departure _____

Program Reviewer/s: David Morath, Kevin Bivins, Dorothy Young

Program Review Date: 02/10/09

Comments: This site is exemplary!

Component VI: Supplemental Education Services (SES)

The Provider ensures that requirements for the provisions of Supplementary Educational Services (SES) are met. Sec. 1116 (e)

Provider Name:

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence/Comments
1) SES program was at a location noted on LEA contract.	✓			·LEA-Provider Agreement. ·Session <i>MTWTh & every other Sat.</i> Length <i>3:30pm - 6:30pm</i>	
2) Student enrollment sheets were available.	✓			·List of Students Number of students enrolled <u>34</u> ·Number of Students currently on site _____	<i>Everything is very well-documented</i>
3) Verification of Attendance.	✓			·Student Sign-In Sheets	"
4) Session meets regularly.	✓			·Sessions per week <u>2</u> ·LEA-Provider Agreement	<i>3 hrs. - session</i>
5) Tutors provide students with verbal and/or written feedback.	✓			·First hand observation	"
6) Students actively engaged.	✓			·First hand observation	"
7) Students' assessment data available.	✓			·Assessments	"

Component VI: Supplemental Education Services (SES)

The Provider ensures that requirements for the provisions of Supplementary Educational Services (SES) are met.

1116 (e)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence/Comments
8) Parents are charged no additional fees. State Requirement	✓			·State Fiscal Policy	<i>Great Documentation</i>
9) Provider does not disclose to the public identity of a student without written permission from the parent/guardian. Section 1116(e)(3)(E)	✓			·FERPAs	" "
10) Program meets health, safety and civil rights laws. Section 1116 (e)(2)(C)	✓			·First hand observation	<i>Bright, clean, Safe Environment.</i>
11) All instruction is secular, neutral, and non-ideological. Section 1116 (e)(5)(D)	✓			·Evidence-based models ·Curriculum ·Lesson Plans	<i>Viewed Lesson Plans</i>

Component VI: Supplemental Education Services (SES)

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1116 (e)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence/Comments
12) SES program is in addition to instruction provided during the school day. Section 1116 (e)(12)(C)(i)	✓			·Schedules	<i>Spoke with students.</i>
13) Approved curriculum being implemented. Section 1116 (e)(3)(A)	✓			·LEA-Provider agreement ·Lesson Plans ·State Application	<i>Reviewed Agreement Lesson Plans, Application</i>
14) Provider has defined achievement goals for all students. Section 1116 (e)(3)(A)	✓			·Lesson Plans ·Curriculum ·State Academic Standards ·IEP ·State Application	''
15) Instructional materials are available for all students. Section (e)(3)(A)	✓				''

Component VI: Supplemental Education Services (SES)

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Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence/Comments
16) Instruction provided and content used by the provider are consistent with the instruction provided and content used by the LEA, and are aligned with state student academic achievement standards. Section 1116 (e)(2)(D)	✓			·State Application ·LEA-Provider Agreement ·State Academic Standards	<i>well-documented</i>
17) Provider has not changed parent choice on parent form, nor submitted attendance and progress forms without authorized signature of student/parent. State Requirement	✓			·Parent Response Form (LEA office)	" "
18) Regular Progress Reports available and show evidence that teachers have received information on progress. Section 1116(e)(3)(B)				·Signed Progress Reports	" "
19) Progress Reports with attendance are completed and delivered to the district as required in the LEA Agreement. Section 1116(e)(5)(A)				·District Records (LEA office)	" "

Component VI: Supplemental Education Services (SES)

The Provider ensures that requirements for the provisions of Supplementary Educational Services (SES) are met.
 e. 1116 (e)

Requirements	Met	Not Met	N/A	Suggested Evidence of Implementation	Additional Evidence/Comments
20) Tutor-Student ratio is in agreement with contract with LEA and application on file with PDE. (Tutoring services are provided to no more than 10 students in the school year and 15 students in the summer). USDE Guidance B3, State Requirement	✓			·State Application ·LEA Provider Agreement · Contract Ratio <u>1</u> : <u>2</u> ·Number of tutors currently on site <u>4</u>	<i>Observed</i>
21) Qualified, trained tutors are utilized in the program, and are in agreement with the PDE application and LEA Agreement. Section 1116(e)(5)(B)	✓			·State Application ·LEA-Provider Agreement ·Teaching certificates (If required)	<i>Reviewed Documentation</i>
22) Original Background checks and clearances for child abuse are available for all tutors in the program. USDE Guidance G4	✓			·Original background checks ·Original Child Abuse checks ·Original FBI checks	"
23) Pay range is in agreement with the PDE Financial Policy.	✓			·LEA-Provider Agreement (State Fiscal Policy) (\$50 maximum for tutor-student ratio of 1:3). USDE Guidance G3 and G4, State Requirement	"
24) LEA-Provider Agreement available for review. Section 1116(e)(3)	✓			·LEA-Provider Agreement (located at District office or on-site with Provider)	"

COORDINATOR INTERVIEWED	BACKGROUND CHECK	CHILD ABUSE	FBI CHECK
Car			
Name: CARRIE D.M. Bailey			
Signature: <i>Carrie M. Bailey</i>	✓	✓	✓
TUTORS: Ms. Deborah Porter	✓	✓	✓
Ms. Debra Johnson	✓	✓	✓
Ms. Daphne Biggins	✓	✓	✓