State of Arizona
Department of Education

To: District Superintendents, Charter Administrators, Tutoring Providers

From: Nancy Konitzer, Deputy Associate Superintendent
Stephanie Washington, State Tutoring Grant Coordinator

Date: July 13, 2016

Subject: **FY17 State Tutoring Program Announcement**

In accordance with *§ A.R.S. 15-241 (R)*: Pupils attending a school assigned a letter grade of D or F or a pupil who has failed to pass one or more portions of the Arizona instrument to measure standards test in grades eight through twelve in order to graduate from high school may select an alternative tutoring program in academic standards . . .

§ A.R.S. 15-241 (R) was not updated when the Legislature revised the accountability portions in the 2016 session. An informal opinion from the Attorney General's Office states that students attending a school that demonstrates a below average level of performance, are eligible to receive services from the State Tutoring Grant. The following program reflects our efforts for continual academic improvement and appropriate fiscal management. The State Tutoring Grant is offered on a first-come first served basis; and a finite amount of funding is available. Please note, when that amount has been encumbered, ADE will not be able to approve more grants. In order to make any remaining funds available to the schools with below average performance, an analysis of the performance range by ADE must be reviewed by the LEA and State Tutoring Staff to determine the academic need for tutoring. Please contact the State Tutoring office for information on participating in the grant.

Student Eligibility	Students attending a school that demonstrates below average level of performance.
Tutoring Hours/Group Size	Not to exceed 90 hours for each eligible student per semester Maximum group size of (**5** students to **1** tutor); a tutor can work with an unlimited total number of students.
Tutoring Dates ****NEW****	**Fall 16 session: *EXPECTED* September 1, 2016 – November 30, 2016** **Spring 17 session: January 23, 2017 – April 28, 2017**
Tutor Accounts	Once an on-line account is activated, that tutor ***may not*** transfer their account to another district, charter, or approved provider during an active round.

1535 W JEFFERSON ST, BIN 32 • PHOENIX, AZ 85007 • PHONE (602) 542-7466 • FAX (602) 542-5175

Grant Application Deadlines ****NEW****	Fall Session: ***EXPECTED**** to open August 8, 2016 and closes September 2, 2016 and must be approved by September 16, 2016. ***The actual open, close, & approve dates will be determined by the Grants Management Division and how timely they are able to build and open the grant.*** Spring Session: Opens December 1, 2016 and closes January 13, 2016 and must be approved by February 3, 2017.
Allocations	The amount your school/LEA will be allocated will be based on determination of below average status, prior year's spending, and the needs of the current year's program. It is the intent of the State Tutoring Grant Staff to ensure that all LEAs applying for the grant in a timely manner receive an allocation; however, there is a finite amount of funds and when that amount has been encumbered, ADE will not be able to approve more grants.
Hours Transfer	Only schools listed in the grant application are permitted to provide tutoring. Transferring hours to a non-eligible school is prohibited.
Schools with State Tutoring and On-site outside providers	If a school offers both a State Tutoring Program and permits outside provider(s) tutoring on-site, the parent of a participating student must choose one: the school's program or one of the approved-providers' programs. If a parent is dissatisfied, he/she can change programs. **The new tutor must complete another Certificate of Supplemental Instruction** (parent-tutor agreement) and notify the on-site program coordinator. The new tutor will register as a secondary tutor in order to enter data into the online system.
Grant Process in a nutshell ****New****	1) Complete a worksheet and school listing found on the State Tutoring website; **these documents need to be attached to your application in GME under related documents.** 2) LEA grant applicants need to submit their application to GME via ADEConnect. Ensure the worksheet values match the application values. 3) Benefits should state "**not to include medical**" in the description. 4) The LEA entity coordinator will assign a login and password to tutors for our State Tutoring website through ADEConnect. Tutors must obtain a login and password and enter their own data. 5) Once the term is over, State Tutoring Staff will issue an Accounts Payable (AP) report to the LEA. 6) The LEA must approve the AP report. If there are any discrepancies, the LEA must contact state tutoring staff to reconcile. 7) Once the AP report is approved, The LEA can then submit the reimbursement request in GME. The amount requested must match the AP report. Any reimbursement requests submitted prior to AP report approval will be rejected and sent back to the LEA. 8) A completion report (CR) will be required for each session. Future applications for the next fiscal year won't be approved nor will future reimbursements be issued until all previous fiscal years' CR are completed & approved.

Example of a grant application for $7,500*

Function Code	Object Code	Amount	Description
Instruction 1000 -		**$7500-$300=$7200 > $7200x17.25%=$1242 > $7200-$1242=$5958**	
Salaries^	6100	$5958.00	Tutor stipends @ $33.10/hr. for ACME High School and Ben Franklin Elementary School. ($40-$6.90=$33.10)
Employee Benefits	6200	$1242.00	Benefits without medical for tutors ($40x17.25%=$6.90)

^ **ALL** tutors shall be paid at a rate of $40/hour. This is combination of salaries/stipends plus benefits.

Optional: Coordinator Stipend - ***NEW*** **Stipend has been increased to $300 per session**

Support Services 2100-		**$300x17.25%=$51.75 > $300-$51.75 = $248.25**	
Salaries	6100	$248.25	Stipend for a state tutoring coordinator at ACME High School.
Employee Benefits	6200	$51.75	Benefits without medical for coordinator at 17.25%.

*Only salaries and benefits are allowable costs. Transportation, administrative fees or instructional supplies are not allowed.

Payment Options for LEA ***NEW***

The rate of pay for all tutors in the state tutoring program shall be a total of $40 per hour. A tutor that is an employee of an LEA, (teacher or para-professional), may or may not receive $40/hr. in cash, as the total amount is a combination of salary plus benefits. The net pay will vary as each LEA has a different benefit rate.	
LEAs will only receive one payment, after documentation & amounts are logged and approved after the session is over. LEAs have 2 options on how to pay tutors:	
Option I	LEA can keep track of tutors hours and pay tutors alongside their regular contract pay on each paycheck and then take the reimbursement from ADE after the session is over.
Option 2	LEA can keep track of tutors hours and pay tutors a onetime payment after the session is over once the LEA receives the reimbursement from ADE. ***(this is the preferred & easiest to manage option)***

Compensation: ***NEW***

Salaries cannot be changed to match other program areas. The $40/hr. rate has been established by the State Board of Education and cannot be modified by the LEA. All tutors shall be paid the same rate of $40/hr. regardless if they are a teacher or a paraprofessional. If an employee is qualified to tutor, they will be paid $40/hr.		
Tutors	$40/hour	Tutors shall be paid a gross amount of $40 per hour. This amount is a combination of salaries and benefits, thus the cash amount a tutor receives will be less than $40 per hour. Each amount will vary from LEA to LEA due to different benefit rates.
Coordinators	$300/session	Coordinators will now be paid $300 per session. This amount is a combination of salaries and benefits, thus the cash amount a coordinator receives will be less than $300. Each amount will vary from LEA to LEA due to different benefit rates.

Tutor Qualifications

- Tutors **must** be highly qualified teachers as defined by ESEA. The students in need of tutoring should be tutored by the most qualified staff. Until legislation tells us otherwise, the requirements for tutors shall remain the same as previous years.
- Tutors **must** hold applicable certifications for the subject(s) being tutored, OR meet the subject qualifications as previously outlined under HQT. It is the responsibility of the LEA to ensure that tutors are qualified in the subject(s) that they tutor.
- HQ instructional aide (per Section 1119 of ESEA) employed by a school district or charter school.
- ***NEW*** Tutors must have a valid Fingerprint Clearance Card. The FCC ID number will be needed in order to obtain a log-in and password to the state tutor fund application in ADEConnect.
- ***NEW*** Tutoring is designed for teachers and HQ instructional aides (para-professionals) to provide instructional interventions to their students in need of additional help. The tutoring program is not designed for administrators to tutor students. An administrator can coordinate the program if needed.

When employees (teachers and HQ instructional aides) of the LEA are not available

The LEA may hire tutors that are not employed by the LEA if no employees are available. They will be paid the $40/hr. rate as a contracted tutor. Benefits may or may not be deducted from the gross pay. This will be determined by the LEA payroll department. Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is qualified. Tutors must have valid Fingerprint Clearance Card and a copy of their transcripts to show eligibility.

- Tutors for grade 7-12 students in mathematics: (a) 12 credits in mathematics and (b) Bachelor's degree or college student.
- Tutors for grade 7-12 students in English/Language Arts: (a) 12 credits in English/Language Arts and (b) Bachelor's degree or college student.
- Tutors for elementary school K-8 students or special education students: (a) 12 credits in basic education content courses or Special Education and (b) a Bachelor's degree or college student.

Supplemental Programs – Scheduling Tutoring

- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, or any **pullouts that do not remove students from core content area classes**. See below for list of core content area classes.
- During non-teaching prep time with principal's permission.
- Programs may not supplant regular instruction.

Core Content Areas		
American Government	Foreign Language	Physics
Art	General Science	Political Science
Biology	Geography	Reading
Chemistry	Mathematics	Reading Interventions
CTE Classes	Math Interventions	SEI Classroom
Earth Science	Music	Social Studies
Economics	Performing Arts	SPED
English	Physical Science	Visual Arts

Accountability

- Completed Certificates of Supplemental Instruction are required as the agreement between the tutor and the parent. **Key pieces relate to parental contact, the skill/concept to be studied, and principal/administrator acknowledgement.** Please use the document found at our website.
- For accountability purposes, the tutor will indicate online if and how the student showed academic improvement in that skill/concept. Written, oral, or other assessments can be teacher-made, district, or standardized tests determined by the tutor.
- The State Tutoring Fund online system is used by tutors to register students and enter session information. ADE uses this information to calculate actual amounts to reimburse the district/charter holder so that individual tutors can be paid.
- State Board of Education may remove a tutor if his/her students fail to meet the stated level of academic improvement (§A.R.S. 15-241(R)) stated in Certificate of Supplemental Instruction.

Outside Providers

- Outside approved providers are posted at the ADE website. http://www.azed.gov/state-tutoring/approved-tutors/.
- Tutors who register with outside providers cannot simultaneously register and tutor for an LEA (or vice versa).
- Tutors who register with an outside provider may only be employed by one outside vendor. If a tutor changes employment with another vendor, the tutor must notify ADE state tutoring staff, and both vendors indicating start and end dates with both companies. The original login will be terminated and new one must be created.
- The relationship between the school/LEA should be the following:
    - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
    - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.

The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records. Schools/LEAs shall not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction. ***NEW*** **Parent signature and contact information is now required on all CSIs. We will no longer accept staff initials in place of parental permission.**

Documentation to Keep

Ensure that documentation is available for monitoring to include the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and total number of students present (i.e., sign-in sheets), and backup documentation for all tutors related to their qualifications (i.e., transcripts).

Resources

The Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and eligible school list can be found at: http://www.azed.gov/state-tutoring/approved-tutors/.

If you have any questions, please contact statetutor@azed.gov.