



State of Arizona
Department of Education

To: District Superintendents, Charter Administrators, Tutoring Providers

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Date: December 14, 2017

Subject: **FY18 State Tutoring Program Announcement**
Spring 18 session: January 16, 2018 – May 18, 2018

In accordance with § A.R.S. 15-241 (J): 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 to **graduate from high school** may select an alternative tutoring program in academic standards.

The following program announcement and eligible schools list reflects our efforts for continual academic improvement and appropriate fiscal management. The amount your school/LEA will be allocated will be based on Programmatic Review of application, students attending a school that demonstrates below average level of performance, student needs of the current year's program, and prior year's spending. All applications must be received by **January 25, 2018** to be considered for allocation eligibility; however, there is a finite amount of funds and when that amount has been encumbered, ADE will not be able to approve more grants.

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| Student Eligibility | <ul style="list-style-type: none"> • Students attending a school that demonstrates below average level of performance. |
| Tutoring Hours/Group Size | <ul style="list-style-type: none"> • Not to exceed 90 hours for each eligible student per semester • Maximum <u>group</u> size of (5 students to 1 tutor); a tutor can work with an unlimited <u>total</u> number of students. |
| Tutor Qualifications | <p>Tutoring is designed for appropriately certified teachers and instructional aides (para-professionals) to provide services 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. Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor is appropriately certified/qualified.</p> <ul style="list-style-type: none"> • Tutors for grade 6-12 students in mathematics: (a) 12 credits in mathematics and (b) bachelor’s degree or college student. • Tutors for grade 6-12 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 in English, Social Studies, Mathematics, Science and possess a bachelor’s degree or (b) enrollees in teacher preparation programs. <p>Instructional aide (per Section 1111 of ESSA) employed by a school district or charter school.</p> |
| Stipends | <ul style="list-style-type: none"> • All tutors are paid at the rate of \$40 per hour. • The gross rate of pay for coordinators is \$300 per tutoring session. • The actual take home rate will vary from LEA to LEA as benefit rates will vary. |
| Coordinators | <ul style="list-style-type: none"> • A coordinator can be used at a school for coordinating and supervising the tutoring program. • A school should have a minimum of five tutors to have a coordinator. • A coordinator may also tutor, however <i>there shall be 5 additional tutors</i> to warrant the coordinator position. |
| Schools with State Tutoring and On-site outside providers | <p>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: 1) the school’s program or 2) 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.</p> |

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| Supplemental Programs – Scheduling Tutoring | <ul style="list-style-type: none"> • 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. <i>See below for list of core content area classes.</i> • During non-teaching prep time with principal’s permission. • Program may not supplant regular instruction. | | |
| Students Cannot Be Pulled from These Core Content Areas to Attend Tutoring: | | | |
| American Government | Economics | Math Interventions | Reading |
| Art | English | Music | Reading Interventions |
| Biology | Foreign Language | Performing Arts | SEI Classroom |
| Chemistry | General Science | Physical Science | Social Studies |
| CTE Classes | Geography | Physics | SPED |
| Earth Sciences | Mathematics | Political Science | Visual Arts |
| Accountability | <ul style="list-style-type: none"> • 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 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 the Certificate of Supplemental Instruction. • Ensure that documentation is available for monitoring to include the signed Certificates of Supplemental Instruction, attendance records that cover session dates, duration and students present (i.e., sign-in sheets), and backup documentation for all tutors related to their qualifications (i.e., transcripts). | | |
| Transferring Tutor Accounts & Hours | 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. Additionally, only schools listed in the grant application are permitted to provide tutoring. Transferring hours to a non-eligible school is prohibited. | | |
| Grant Application Deadlines | <u>Opens: December 14, 2017 Closes: January 25, 2018</u> Must be approved by: February 2, 2018 | | |

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| Grant Process | <ol style="list-style-type: none"> 1) Complete the state tutoring worksheet found on the State Tutoring website. This will act as your 'calculator' to determine your net total hours available for tutoring and your net hourly rate. 2) LEA grant applicants need to submit their application to GME via ADEConnect. Ensure the application values match the worksheet values. (Budget lines 6100 & 6200.) <u>Benefit amounts are not to include medical.</u> 3) Once the term is over, State Tutoring Staff will issue an AP report to the LEA. The LEA must approve the AP report. If there are any discrepancies, the LEA must contact state tutoring staff to reconcile, in a timely fashion. 4) Once the AP report is approved, The LEA will do the reimbursement request in GME. Any reimbursement requests submitted prior to AP report approval will be rejected and sent back to the LEA. 5) A completion report will be required. <u>Future applications will not be approved until all previous completion reports are completed and approved.</u> |
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Resources

The Tutor Verification form, the Certificate of Supplemental Instruction, list of outside providers, and eligible school list can be found at: www.azed.gov.

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

Example of a grant application for \$7,500*

| Function Code | Object Code | Amount | Description |
|-------------------------|-------------|-----------|---|
| Instruction 1000 | | | |
| Salaries (\$40/hr.) | 6100 | \$6206.25 | <u>Tutor stipends</u> at \$32.75/hr. Alpha and Beta schools |
| Employee Benefits | 6200 | \$1293.75 | <u>Benefits without medical</u> for tutors (17.25%) |

Optional: Coordinator Stipend

| Support Services 2100 | | | |
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| Salaries (\$300/session) | 6100 | \$248.25 | <u>Stipend for a state tutoring coordinator</u> at Alpha School |
| Employee Benefits | 6200 | \$51.75 | <u>Benefits without medical</u> for coordinator at (17.25%) |

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

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 old login will be terminated and new one will 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.
 - 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. **Parent signature and contact information is now required on all CSIs. We will no longer accept staff initials in place of parental permission.**