State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

To: District Superintendents, Charter Contract Signers, School Principals, State Tutoring
        Coordinators, and recent High School Tutors

From: Dr. Karen Butterfield, Associate Superintendent for Academic Achievement
        Nancy Konitzer, Deputy Associate Superintendent
        Debby Francis, State Tutoring Coordinator

Date: July 20, 2009

Subject: FY10 State Tutoring Program Announcement

The program changes, listed in the yellow, reflect the input of Task Force participants. They represent our efforts for continual improvement and appropriate fiscal management. A finite amount of funding is available per round. Please, not when that amount has been encumbered, ADE will not be able to approve more grants.

Student Eligibility	• Freshmen, sophomores who did not pass the 8th grade AIMS, or • Juniors and seniors who have yet to pass high school AIMS in order to graduate, or • Students attending Underperforming/Failing schools per 08-09 AZ LEARNS
Tutoring Hrs./ 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 be paid a maximum of 75 hours per round/semester of tutoring
Tutoring Dates	FALL 09 round 8/17/09- 12/4/09 SPRING 10 round 1/04/10- 04/09/10

Allocation Process	FALL 09 SPRING 10
	$2500 $3500 max per participating…
	• High school with fewer students needing to pass AIMS
	   See Cut Score list at:
	   http://www.ade.az.gov/asd/StateTutoring/
	• U/F school under 500 students
	   http://www.ade.az.gov/researchpolicy/AZEnroll/2008-2009/Default.asp
	• Hours/funds can be shifted among participating schools within an LEA.
		FALL 09 SPRING 10
		$5000 $7500 max per participating...
		• High school with greater number of students needing to pass AIMS
		   See Cut Score list link to left.
		• U/F school above 500 students
		   See list link to left.
		• Hours/funds can be shifted among participating schools within an LEA.

Grant	1) Administration supplies and instructional supplies will not be allowed. 2) Up to $200, including benefits, per school site will be allowed to coordinate the program. A paid coordinator must be "site staff" and can be a teacher or counselor, but not a principal, admin. assistant or paraprofessional. An unpaid coordinator can be anyone. 3) In the grant application, there will be a requirement for a worksheet to be submitted. Also, each participating principal must submit a "confirmation" email identifying the coordinator's name and position, and stating that the school will run a tutoring program.

Grant Dates	FALL 09 <mark>Grant opens 7/29/09, closes 9/11/09 and must be approved by 9/14/09</mark>.
	SPRING 10 <mark>Grant opens 11/30/09, closes 12/18/09 and must be approved by 12/21/09</mark>.
Virtual Schools	All tutoring must be done <mark>face-to-face.</mark>

Example of a grant application for a project of $5,000 ($2500 allocation each school)

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	4093.82	Tutor stipends at $32.75/hr Alpha and Beta schools
Employee Benefits	6200	706.18	Benefits without medical for tutors (17.25%)

Support Services 2100			
Salaries	6100	170.58	Stipend for a state tutoring coordinator (teacher) at Alpha School
Employee Benefits	6200	29.42	Benefits without medical for coordinator at (17.25%)

Information in the section that follows was previously stated in last year's correspondence.

SES First

A Title I school in the second year of School Improvement and labeled "underperforming" or "failing" must fulfill its Title I obligations and put forth sufficient effort to offer SES first and use the funds up to 20% of the district's Title I funds as required by NCLB. If there are still students who need tutoring, that school could then use State Tutoring Program.

Tutor Qualifications

- Instructional staff is comprised of highly qualified teachers as defined by NCLB.
- Tutors must provide copies of current HQ Attestations that demonstrate they are HQ as defined by NCLB in reading/language arts, math, or special education.

Tutor Qualification Exceptions

- Principals or Providers should use the Tutor Verification form as a guide to determine if each tutor qualified as an Exception and have transcripts. They must maintain documentation that sufficient attempts to recruit HQ tutors were unsuccessful.
- Tutors for grade 7-12 students in math: (a) 12 credits in math and (b) bachelor's degree or college student
- Tutors for grade 7-12 students in English or Writing: (a) 12 credits in English/Language Arts and (b) bachelor's degree or college student
- Tutors for elementary school K-8 students or older special education students: (a) 12 credits in basic education content courses in English, social studies, math, science and bachelor's degree or (b) enrollees in teacher preparation programs
- HQ instructional aide (per Section 1119 of NCLB) employed by a school district or charter school

Supplemental Programs

❖ Any non-teaching prep time during student's non-core classes with principal approval or outside of school hours
❖ Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, pullouts that do not remove students from core classes, during prep time, AIMS remediation "classes" with no more than 5 students during teachers' prep times (high school elective credit may be given).
❖ Those not appropriate are programs that supplant regular instruction.

Accountability

✓ The Certificate of Supplemental Instruction is an 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 that 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 Tutor fund online system is how the tutor registers students and enters session information. Use of this system is how ADE calculates actual amounts to reimburse the district/charter holder.
- ✓ State Board of Education may remove a tutor if he/she fails to meet the stated level of academic improvement (A.R.S. 15-241R) stated in Certificate

Outside Providers:
- o Outside approved providers are posted at the ADE website.
- o The relationship between the school/LEA should be the following:
- o 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.
- o If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.
- o The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records.
- o Schools/LEAs will not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.

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 students present, HQ Attestations, and backup documentation for all tutors related to their qualifications (i.e. transcripts).

How to Get Started
- Complete a worksheet, send it as an attachment to Deborah Francis to review calculations.
- Complete the grant application.
- District officials, principals, or their representatives email Deborah.Francis@azed.gov the tutors' names, coordinator's names, school, email addresses, and how each is qualified.

If you have any questions, please contact Deborah.Francis@azed.gov or (602) 364-3177. The Verification form, the Certificate, list of outside providers, and cut score list can be found at: http://www.ade.az.gov/asd/StateTutoring/ .