

**Oklahoma City Public Schools**  
Office of Federal Programs

**Title I - Funded Tutoring**

A Title I schoolwide program is intended to be a comprehensive reform strategy designed to improve the quality of educational programs for all students in the school, but primarily those students who are failing or most at-risk of failing. A viable, effective tutoring program may be one component of this reform strategy. This document is intended to provide general guidance for the administration of district, Title I funded tutoring programs. This guidance applies equally to physical or virtual forms of tutoring.

**Program Design**

Care and forethought must be exercised as schools develop and implement tutoring programs. A successful program may be completely in-person, entirely virtual, or a hybrid model utilizing both methods of instruction. The decision on approach is left to the school; however, the decision on how supplemental instruction is to be provided must occur after consultation with parents and site staff. Consideration must be given to issues of equity, such as whether participating students have access to transportation or internet access at home.

**Reasonable and Necessary**

All Title I-funded tutoring must be reasonable, necessary, must benefit the program in a proportionate amount to the cost, and must be allowable under Title I State and Federal law and guidance.

Federal Programs staff will examine and evaluate documentation submitted by schools. If there is a pattern of no-shows, inclusions of unapproved staff, or other examples of ill-use of federal funds the site will be contacted and the tutoring program curtailed or ended. If available funds are not used in accordance with professional standards, the school's access to tutoring funds will be removed.

**Supplemental**

All tutoring must be supplemental to the core instruction provided at the site or by the program. Tutoring before school, after school, on weekends, or over the summer is allowable as long as said tutoring occurs outside the regular contract hours for the employee providing the tutoring. Tutoring during the day is also allowable as long as the student is not pulled from regular core instruction for tutoring. For example, a student should not be pulled from the regular classroom during reading to receive tutoring in reading. The school is responsible for providing a minimum amount of core instructional time; Title I-funded tutoring should not replace, or supplant, that time.

Be cognizant that Federal funds **cannot** be used for payment of time an employee is contractually or otherwise obligated to report to work.

### **Teachers and Administrative Interns**

**Elementary and Middle Schools:** 20 minutes before the first regularly scheduled class at that school and may leave 20 minutes after the last regularly scheduled class at that school.

**Middle/High Schools and High Schools:** 25 minutes before the first regularly scheduled class at that school and may leave 15 minutes after the last regularly scheduled class at that school.

### **Principals**

As part of their conditions of employment, principals are required to report to work 30 minutes before the arrival of teachers and remain until 30 minutes after teachers leave.

### **Eligible Staff**

All tutors must be employees of Oklahoma City Public Schools prior to commencement of services. Temporary employees (typically part-time retired teachers) must be re-hired every year. Title I cannot pay non-employees for services provided prior to the date of hire.

Tutoring programs may only be staffed by teaching staff and up to one administrator, as necessary to monitor and ensure the safety of staff and students. When developing a tutoring program and determining the type and number of staff involved, the site administrator should consider the format of the activity. All charges must be reasonable and necessary and consideration must be given to how much oversight, if any, is actually required.

Paying two adults for the tutoring of one child or a small group is NOT reasonable nor necessary; keep in mind, federal funds are intended to benefit children, not adults, misuse of federal funds will not be tolerated.

### **Virtual Tutoring**

Tutoring programs that are completed on a strictly virtual basis may consist of necessary teaching staff. Administrators may supervise instruction by requiring teachers to share recorded sessions, which may be reviewed during contract hours or a small amount of time, thirty (30) minutes or less per day, may be claimed. Claimed time must be reasonable and in consideration of the number of students served.

### **In-Person Tutoring**

Tutoring programs completed on a strictly in-person basis may consist of necessary teaching and front office staff. The number of personnel must be reasonable and in consideration of the number of students served. It is reasonable for **one** staff member (administrator or support staff member) to maintain a presence in the front office to check students and parents in and out of the program. A principal is recommended to fill this role, if it is needed, so that supervision of instruction is possible between the beginning and end of the tutoring session.

### **Certification Requirement**

All tutors must be certified teachers in the content area and grade span in which tutoring is occurring. It is recommended that the school send names of all potential tutors to the appropriate Federal Programs contact prior to the commencement of tutoring so that we may verify the certification status before any tutoring occurs. If a teacher who is not appropriately certified at the time tutoring occurs provides tutoring services, Title I cannot pay the expenses. There are no exceptions to this requirement.

### **Required Documentation and Payment**

In order to be paid for tutoring out of a grant, appropriate documentation must be submitted as evidence that said tutoring occurred for the time period indicated on the payment request. The following documentation is required to be submitted to the Federal Programs Office:

- Request for Daily Stipend Payment - Tutoring form;
- Documentation of student participation to include the following information:
  - Teacher sign-in/sign-out sheets;
  - Name, grade level, and student numbers for all participating students;
  - Subject and skill practiced.

Documentation should be submitted on a monthly basis to ensure timely payment. No payment will be made for claimed time without all required documentation. No requests for payment will be honored after June 30 of a given fiscal year.

There is no requirement for same-day collection of documentation. Site administrative or secretarial staff should collect these items from teachers on the following day, during contract hours. The burden of proof for all expenses is what is reasonable and necessary to support the cost. It is not necessary to use federal funds to pay for more than the actual provision of services to students. The collection of documentation does not represent a great enough burden on site staff to warrant additional compensation.

In general, all start and end times will be the same for all participating staff, barring certain circumstances such as; sudden illness, early student departure, or staggered start times. Administrators may not claim more time than teaching staff.

### **No-shows**

It is reasonable to allow for some amount of wait time in the case students do not appear as scheduled for tutoring services. Regardless of format, physical or virtual, Title I funds will only cover up to 15 minutes of time while teachers wait for students to arrive. Under no circumstances will any wait time greater than 15 minutes be paid with Title I funds. Scheduled tutoring time will not be extended to accommodate late arriving students. Example scenarios:

**Scenario 1:** Tutoring is scheduled from 4:00 - 5:00. No students show up at 4:00 and the tutor begins working on data analysis and lesson planning for future tutoring sessions. At 4:15, 3 students show up and the tutor begins working with them. We pay the tutor for the entire hour of tutoring from 4:00 - 5:00.

**Scenario 2:** Tutoring is scheduled from 4:00 - 5:00. No students show up at 4:00 and the tutor begins working on data analysis and lesson planning for future tutoring sessions. At 4:15, there are still no students, so tutoring is canceled. We pay the tutor for 15 minutes **only**.

If students consistently fail to attend tutoring sessions, the parent or guardian of the student should be contacted, during regular business hours by on-contract site staff, to determine what impediments are preventing participation.

### **Stipend Rates**

The following negotiated rates apply for all eligible stipends (professional development, summer school, tutoring, etc):

#### **Support Staff**

Extra Duty: Employee's hourly rate + possible overtime

*Be aware. Support staff participation may require overtime payment. Not all support staff are eligible to receive a federally-funded stipend payment.*

#### **Instructional Staff/Library Media Specialists/Counselors/Instructional Coaches**

Extra Duty: \$28 per hour

#### **Principals/Assistant Principals**

Extra Duty: \$32 per hour

Administrative Interns

Extra Duty: \$28\*

\*Administrative interns (AI) are covered under the provisions of the teacher's collective bargaining agreement.