

**ATTACHMENT A
(Request for Award Funds (RAF))**

**Request for English Language Learner (ELL) Students Tutoring Academy
Awarded Funds - School Year 2013-2014**

Please complete the following information, fax it to Oscar Fragas at 305-523-0168 or scan and email it to ofragas@dadeschools.net by September 20, 2013. Upon approval of this Request for Award Funds (RAF), an award email will be sent to the school principal indicating the amount of the award. PT position will be approved and requested by Rosy Ugalde, Executive Director, Title III Grant Administrator. Please allow approximately two weeks from receipt of the award email for the PT Hourly position to appear in the school's PT Vacant position control listing. Tutoring may not begin prior to October 14, 2013 and **must end by April 10, 2014.** Should you have any additional questions, please feel free to call Mr. Oscar Fragas at 305-995-1998 or email at ofragas@dadeschools.net.

School Name: _____ Work Location#: _____
(Please print)

Telephone#: _____ Fax#: _____
(Please print)

Principal's Name: _____ Principal's Email: _____
(Please print)

Contact Person's Name: _____ Title: _____
(Please print) (Please print)

Contact Person's Telephone#: _____ Email: _____
(Please print)

This is to confirm that our school has a plan in place to implement the Tutoring Academy for English Language Learner (ELL) Students for school year 2013-2014. In developing our plan, our school has:

- a. read the Technical Assistance Paper to ensure compliance with all guidelines and procedures
- b. sent letters to parents in English and in the home language providing them with information on the tutorials, including their responsibility in providing transportation for their children to attend these tutorials
- c. identified the ELL students
- d. reviewed academic data to determine the grade(s) and the subject(s) to be targeted
- e. identified the tutors that met the established eligibility criteria
- f. grouped and assigned students in groups of eight to ten students per tutor
- g. submitted projection spreadsheet to ensure not to exceed awarded amount based on the funding formula
- h. understand that all expenditures over the awarded amount will be reversed to the work location and will not be paid by the grant

Attached please find copies of the Implementation Plan, the Hourly Account Projection spreadsheet, and the Personnel Assignment Form for approval. Based on our implementation plan, we are requesting the following funds and PT hourly position as follows:

Total amount of Title III funds (Program 33780000) requested: \$ _____

Principal's signature

Date

Attachment B

**Title III-English Language Acquisition (ELA) Grant
Tutoring Academy for English Language Learner (ELL) Students
Personnel Assignment for 2013-2014**

Directions:

1. Complete the information requested for each subject area, i.e., teacher's name, employee number, room number, days of the week, and time. **Make sure to type the days of the week in which tutoring will be provided.**
2. List, if any, the name(s) of the teacher(s) who will be used as substitutes including the employee number(s) and area(s) of certification.
3. Tutors are to be RPA'd into a **Title III-ELA Hourly Position (Program 33780000/Function 510000)**
4. **Fax the completed form to Mr. Oscar Fragas at 305-523-0168 or scan and email at ofragas@dadeschools.net no later than September 20, 2013.** *You may use multiple copies of this form if additional tutors will be assigned.*

School: _____ **WL#:** _____ **Telephone #:** _____

Principal's name: _____ **Payroll Specialist's name:** _____
(Please print) (Please print)

Contact Person: _____ **Title:** _____ **Email Address:** _____
(Please print)

Subject: _____

Teacher's name: _____ **Employee #:** _____

Certified in: _____ **Room #:** _____ **Time(s):** _____

Type days of the week tutoring will be provided: _____

Subject: _____

Teacher's name: _____ **Employee #:** _____

Certified in: _____ **Room #:** _____ **Time(s):** _____

Type days of the week tutoring will be provided: _____

Subject: _____

Teacher's name: _____ **Employee #:** _____

Certified in: _____ **Room #:** _____ **Time(s):** _____

Type days of the week tutoring will be provided: _____

Substitute Teacher(s):

Employee #:

Certified in:

I certify that the above information is correct. Approved: _____ Date: _____
Principal's signature

ATTACHMENT C

(Sample letters-English, Spanish and Haitian Creole)

Date _____

Dear Parents:

This is to inform you that _____ is offering a/an before/ (school)

after-school and/or Saturday tutoring program for English Language Learner (ELL) students. This program has been initiated to provide assistance in FCAT reading/writing, as well as, in the content areas, i.e., mathematics and science. Tutorials in the content areas are designed to provide, in a language other than English, selected basic skills and concepts which are generally offered in English. Such reinforcement in the home language and with the use of second language strategies empowers the academic achievement of your child.

Classes will be held as follows:

	FCAT Reading/Writing	Mathematics	Science
Date			
Time			
Place			

If you have any questions or need further information regarding your child's tutoring program, please contact _____ at _____
(Name of contact person) (Telephone)

Sincerely,

Principal's signature

Please sign and return:

_____ Yes, I want my child _____ to attend the program.

_____ No, I do not want my child _____ to attend the program.

Parent's signature

Date

ATTACHMENT C

Fecha _____

Estimados padres o tutores:

Deseamos informarles que nuestra escuela _____ ofrece
(escuela)

un programa de tutoría para estudiantes de inglés como segundo idioma (English Language Learners). Este programa será ofrecido antes de clase/después de clase y/o los sábados. El propósito de este programa es ayudar a los estudiantes en asignaturas básicas tales como la preparación para tomar el exámen de lectura/escritura del FCAT, matemáticas y ciencias. Instrucción con el apoyo de la lengua materna o con el apoyo de estrategias de segunda lengua se ofrecerá en las siguientes asignaturas: matemáticas y ciencias. Esta oportunidad servirá para que los estudiantes adquieran un mejor aprovechamiento escolar.

El horario de clases es el siguiente:

	Preparación para el exámen de lectura/escritura del FCAT	Matemáticas	Ciencias
Fecha			
Hora			
Lugar			

Si tiene alguna pregunta o necesita más información al respecto, por favor comuníquese con

_____ al _____
(Encargado(a) del programa) (Teléfono)

Atentamente,

Firma del director(a)

Por favor firme y devuelva el cuestionario con la siguiente información:

_____ Si, quiero que mi hijo(a) _____ asista al programa de tutoría.

_____ No, no quiero que mi hijo(a) _____ asista al programa de tutoría.

Firma del padre o tutor

Fecha

ATTACHMENT C

Dat _____

Chè Paran:

Lèt sa a se pou fè w konnen _____ ap ofri yon pwogram pou bay
(lekòl)

leson avan/apre lekòl epi/oubyen Samdi pou elèv ki ap Aprann Pale Angle (abreje ELL an Angle). Yo te mete pwogram sa a sou pye pou bay asistans regilyèman nan lekti/ekriti, matematik ak syans pou preparasyon pou FCAT. Leson patikilye sa a nan sijè akademik se pou bay sipò nan lang ki pale lakay si gen moun disponib ki pale lang sa a. Li ofri estrateji ki apwopriye pou montre moun pale yon dezyèm lang pandan y ap anseye elèv la konesans debaz. Jeneralman, yo te konn ofri konesans debaz yo ak konsèp sa yo nan lang Angle sèlman. Gwo sipò yo bay nan lang ki pale lakay ou ap ranfòse siksè akademik pitit ou a.

Klas yo pral fèt swivan orè sa a:

	Lekti/Ekriti FCAT	Matematik	Syans
Dat			
Lè			
Ki kote			

Si ou gen nenpòt kesyon oubyen si w bezwen plis enfòmasyon sou pwogram leson patikilye pou pitit ou, tanpri kontakte

_____ nan _____
(Non moun pou kontakte a) (Telefòn)

Sensèman,

Siyati Direktè a

Tanpri siyen e retounen l:

_____ Wi, Mwen vle pitit mwen _____ patisipe nan pwogram nan.

_____ Non, Mwen pa vle pitit mwen _____ patisipe nan pwogram nan .

Siyati Paran

Dat

Technical Assistance Paper – Title III 2013-2014 Supplemental Tutoring English Language Learners Grant (Program 33780000)

The Division of Bilingual Education and World Languages, through Title III funding, will be providing schools with eligible students funding to offer the Supplemental Tutoring Academy for English Language Learner (ELL) Students. The information is as follows:

- Schools wishing to participate in the 2013-2014 Title III Tutoring Academy must complete must fax or scan and email the Request for Award Funds (Attachment A), the Implementation Plan, the Hourly Account Projection spreadsheet, and the Personnel Assignment Form (Attachment B) to Oscar Fragas at 305-523-0168 or at ofragas@dadeschools.net **by Friday, September 20, 2013.**
- Due to the limited amount of funds available, schools will be awarded funds on a first come, first serve basis through September 20, 2013.
- If funding requests made through September 20 exceeds grant amount available, the application will be put on a waitlist status. Requests made after September 20 will not be considered.
- The requested award amount will be considered and if possible, awarded. The awarded amount is based on the number of ESOL levels 1-4 identified at the school and not to exceed the following formula: 10-50 ELLs (\$3,000), 51-100 ELLs (\$4,000), 101-200 ELLs (\$5,000.00), 201-300 ELLs (\$7,000), and 301-600 ELLs (\$10,000).
- **Schools may not begin the Title III Tutorials until the PT position appears at the school location. Payroll expenditures incurred prior to position being open will not be covered by Title III and will be charged back to the school's budget.**
- Principals are responsible for monitoring their program funding (33780000) on a regular basis to ensure that allocated funds are being used and that the account does not have a negative balance. **Expenditures above the awarded amount will be charged back to the school's budget.**
- For the Title III-ELA grant, ELL students in ESOL levels 1-4 are eligible, as well as, ESOL level 5 that are within the two-year monitoring period.
- Tutorial services must address the core content areas of mathematics, science, and reading/writing.
- Tutoring may be offered before school, after school, and/or Saturdays.
- Groups of 8-10 students should be scheduled.
- Tutoring may not be offered during UTD contracted hours as this would be double-dipping. It is the responsibility of elementary school principals that offer tutoring on early release Wednesdays to have documentation that teachers are staying an extra hour to make-up the tutoring hour's pay in the event of a payroll audit or Title III audit.
- A parent letter in English and in the parent's home language must be sent to parents of all eligible students describing the Tutoring Academy and providing specific information regarding content, teachers providing services, days of the week, time and location (see Attachment C).
- It is important that parents know that they are responsible for providing transportation for their children to attend these tutorials.
- Full time teachers providing the tutoring services in grades K-5 should have elementary certification and in grades 6-12, should be certified in the appropriate content area.
- When feasible, teachers providing supplemental tutoring services to ELL students in mathematics and science should be fluent in the student's home language. Teachers providing supplemental tutoring services in reading/writing must be ESOL endorsed and use ESOL strategies.
- Teachers providing tutoring will be paid on an hourly basis according to the UTD contract.
- School Payroll Specialist can find the correct hourly rate of the tutors by contacting the Office of Compensation Administration (305-995-7040).
- Paraprofessionals **are not** eligible to provide tutoring services. Only certified teachers may participate.

**Technical Assistance Paper – Title III
2013-2014 Supplemental Tutoring
English Language Learners Grant (Program 33780000)**

- Each school site is responsible for processing payroll for teachers providing tutoring. All changes in personnel **must** be notified in writing to Rosy Ugalde, Executive Director, at rugalde@dadeschools.net.
- The Student Sign-In Attendance Roster (Attachment D) is being provided in a fill-able PDF format. In order to meet grant deliverables, tutors must complete and submit the sign-in rosters on a weekly basis, certifying student attendance. Please fax the sign-in rosters to Oscar Fragas at 305-523-0168 or scan and email at ofragas@dadeschools.net **weekly no later than each Monday of the following week.**
- Schools will be given one PT Hourly position that can be overloaded. The Title III tutoring position will be in the school's position control listing under PT Vacant, Program 33780000. **Do not request positions from Human Resources.** Positions will be requested by Ms. Rosy Ugalde, Title III Grant Administrator. **(Please note that schools will be given one 10-month PT Hourly position and one 12-month PT Hourly position. We are requesting that all tutors be RPAd in the 10-month PT Hourly position. Only those tutors who already have an alternate PT Hourly assignment at the school under a different program number will need to be RPAd in the 12-month PT Hourly position).**
- The PT position should appear in the school's position control listing approximately two weeks after the award email is sent. If not, please contact Ms. Ugalde at rugalde@dadeschools.net.
- The Tutoring Academy Contact Person's role is to monitor the program to ensure that sign-in rosters are being sent in a timely manner, that all tutors have eight to ten students in their tutoring sessions, and submit any personnel changes to Mrs. Ugalde as needed.
- Please note that the grant does not allow for hourly funds or supplements to be paid to the contact person.
- *The first day of tutoring is tentatively scheduled for October 14, 2013.....*Tutoring may begin after the PT position appears at your location and your personnel specialist RPAs the teacher and the teacher is in the position. Please remember that the process may take two weeks from the award letter date.
- Principals may decide to start tutoring at a later date. Please indicate date on the Implementation Plan and on the Budget Projection spreadsheet. Early January, schools that are showing inactivity in their tutoring budget will be contacted and funds will be removed and re-allocated to schools that are on waitlist status.
- ***The last day of tutoring.... ALL Tutoring must end on Thursday, April 10, 2014. NO EXCEPTION!!***
- All Title III hourly tutoring positions **MUST BE DELETED** the week of **April 28, 2014** to ensure no disruptions in payroll services and allow for closing of the grant.

For additional information or clarification, please email:

Oscar Fragas, ofragas@dadeschools.net
Rosy Ugalde, rugalde@dadeschools.net

**Division of Bilingual Education and World Languages
TITLE III Supplemental Tutoring for English Language Learner (ELL) Students
Implementation Plan 2013-2014**

Please complete the following information:

School Name: _____ Work Location #: _____

The Implementation Plan needs to include:

A. The Need:

B. Rationale used for targeting selected ELL students and data used to support rationale:

C. Implementation Plan

Date your school plans to start the tutorials? _____

Date your school plans to end the tutorials? (**Must end by April 10, 2014**) _____

How many times per week will be tutoring be offered? _____

What time of day will the tutoring be offered? _____

What subjects will be targeted in these tutorials? _____

D. Teachers/Tutors

How many certified teachers/tutors will your school need to implement this plan successfully? _____

How many substitutes have been identified? _____

Did the school make sure that all tutors and substitutes met the established criteria? _____

E. Amount Requested

How did you calculate the amount of funds needed? Please explain using the following criteria: (Number of teachers x hourly rate x number of days per week x number of weeks tutoring will be offered). Use the exact hourly rate of each teacher. Contact Compensation Administration if needed.

What is the amount of Title III funds that your school is requesting? \$_____

(Do not exceed the maximum amount per the Technical Assistance Paper)

**Division of Bilingual Education and World Languages
TITLE III Supplemental Tutoring for English Language Learner (ELL) Students
Implementation Plan 2013-2014**

- F. Additional Comments (Provide us with any other information that you feel is important that we should know about your implementation plan, e.g., materials and/or software that will be used in these tutorials)

Secondary schools only (grades 6-12):

Please indicate if you would like to receive a Writing Kit for your targeted writing tutoring: (Yes/No) _____

This certifies that I have reviewed and approved this implementation plan for the Supplemental Tutoring Program for English Language Learner (ELL) Students for 2013-2014 at my school.

Principal's Name (**Please Print**)

Principal's Signature

Date