

July 22, 2025

**Attn: Hamilton Staff**  
**From: Billie McGraw**  
**RE: Hornet Building Blocks 2025-2026**

Dear Staff,

I wanted to take this opportunity to update staff on our Hornet Building Blocks Program. For new staff, our Building Blocks program is a great way for you to make some extra money by tutoring or working with individual students. Each year the district requests **Intent to Apply Forms** from all certified staff members interested in the program. This request aids the district in allocating enough funds for payment. Many staff members participate but we do have some that choose not to participate. The program is optional. All hours that are required will remain the same as in past years. All forms for the program can be accessed by going to the Hornet Building Blocks 25-26 shared Google folder. New staff should communicate with their mentor or building administrator if they have questions or concerns.

**Intent to Apply Forms are due no later than Friday, September 26, 2025. Forms should be turned into building principals for approval prior to submitting to the district office for my review.**

**LEVEL 1-\$600.00**

Years Experience=1-5 of teaching career

Full Time Employment

Number of hours required=20 Student Contact and 26 Total Hours

5 Hours Student Contact required each semester, while other 10 Student Contact at any time during the school year. \*At least 50% of student contact hours must be with academic "at risk" students.

**LEVEL 2-\$1320.00**

Years Experience=6-10 of teaching career

Full Time Employment

Number of hours required=30 Student Contact and 40 Total Hours

7.5 Hours Student Contact required each semester, while other 15 Student Contact at any time during the school year. \*At least 50% of student contact hours must be with academic "at risk" students.

**LEVEL 3-\$1,760**

Years Experience=6-10 of teaching career

Full Time Employment

Number of hours required=43 Student Contact and 53 Total Hours

10.75 Student Contact hours required each semester while other 21.5 hours at any time during the school year. \*At least 50% of student contact hours must be with academic "at risk" students.

#### **LEVEL 4-\$2200**

Years Experience=11 years and up of teaching career

Full Time Employment

Number of hours required=43 Student Contact and 53 Total Hours

10.75 Student Contact hours required each semester while other 21.5 hours at any time during the school year. \*At least 50% of student contact hours must be with academic "at risk" students.

#### **LEVEL 5-\$2600**

Years Experience=11 years and up of teaching career

Full Time Employment

Number of hours required=52 Student Contact and 62 Total Hours

13 Student Contact hours required each semester while other 26 hours at any time during the school year. \*At least 50% of student contact hours must be with academic "at risk" students.

1. Please note that all staff now qualify for the program whether you are a first year teacher or a teacher who has taught twenty-six years. If you are starting your sixth year of teaching you would be eligible for Level 2 without having to go through Level 1. The levels are based on years of teaching experience as a whole, not the number of years in the Hamilton R-II School District.
2. All staff **are required** to complete at least  $\frac{1}{4}$  of their student contact hours per semester. In past years, many staff refused to tutor students in the spring because they already had acquired the needed hours. For example, if a staff member was on level two they would need 30 student contact hours.  $\frac{1}{4}$  of those 30 hours would have to be completed during the fall semester and  $\frac{1}{4}$  would have to be completed during the spring semester. The other 15 or (half) hours could be completed anytime during the year.
3. **All hours must be completed and signed off by the building principal prior to the end of summer school. The building principal will then send completed plans to the Superintendent's Office for payment which will be made yearly in July.**
4. We will continue to let staff accumulate some of their tutoring hours during summer school. The total number of hours staff are allowed from summer school is 6.
5. Hours used that are not student contact are limited. The extra hours (non student contact) are there as an incentive for staff to better themselves professionally. Obviously, a staff member can obtain all of their hours through student contact if they choose to do so.
6. Non-student-contact hours may include work related to the CSIP that is not already compensated by the District; examples include curriculum work, serving as a teacher mentor, committee work, and professional development outside of school hours.
7. Logging of tutoring hours will remain the same. Student initials, area of tutoring and time tutored.

**1) No time can be counted for Hornet Building Blocks between 8:00am and 3:00pm.**

**2) Do not round your times up, many staff members are doing this Example:**

3:30 pm to 5:00 pm=1.5 Hours Acceptable

3:30 pm to 4:00 pm=.50 Hours Acceptable

**3:30 pm to 3:55 pm=.50 Hours Not Acceptable**

**7:15 am to 7:40 am=.50 Hours Not Acceptable**

**3) When tutoring, everyone needs to have either the name or the initials of the student or students that are being tutored.**

Example

10/7/25 Tutor Billy Madison or BM 3:30 pm to 4:30 pm/1 Hour Acceptable

**10/14/25 Tutor 3:30 pm to 4:30 pm/1 Hour Not Acceptable**

If anyone has questions concerning this information please feel free to call me.

Thanks,

Dr. McGraw