

Attn: Hamilton Faculty
From: Billie McGraw
RE: Hornet Building Blocks 2023-2024

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 found on the districts' staff drive. 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 1, 2023. Forms should be turned into building principals or forwarded to the district central office.

LEVEL 1-\$600.00

Years Experience=In years 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.

LEVEL 2-\$1320.00

Years Experience= In years 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.

LEVEL 3-\$1,760

Years Experience= In years 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.

LEVEL 4-\$2200

Years Experience=In years 11 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.

LEVEL 5-\$2600

Years Experience= In years 11 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.

- A.) 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.
- B.) Level 2 and Level 4 remain part of the Hornet Building Blocks program from the old career ladder program. The two levels were retained because some staff members expressed concerns that they had a hard time getting all of their student contact hours in the old system. The implementation of these levels into the new system will enable staff to remain on the same pay level if they chose not to work more hours.
- C.) All staff **are required** to complete at least ¼ 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. ¼ of those 30 hours would have to be completed during the fall semester and ¼ would have to be completed during the spring semester. The other 15 or (half) hours could be completed anytime during the year.
- D.) 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.
- E.) 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.**
- F.) 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. **(Non-student contact hours cannot be logged during the required workday, 7:30am to 3:30pm.)**
- G.) Logging of tutoring hours will remain the same. Student initials, area of tutoring and time tutored.

1) **No student contact time can be counted for Hornet Building Blocks between 7:40 and 3:20.**

Example:

3:30 pm to 5:00 pm Acceptable

7:15 to 7:40 am Acceptable

7:40 to 8:00 am Not Acceptable

2) **Do not round your times up,**

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

Name:

Intent to Apply

I plan to complete Level (____) during the 2023-2024 school year.

Plan for Hours

I plan to participate in the following responsibilities for the given number of hours to complete my required number of hours.

Responsibility

of hours

Signature

NOTE: It is required that at least $\frac{1}{4}$ of the tutoring hours for your level be completed during first semester and $\frac{1}{4}$ during second semester. It is preferred that the tutoring hours be as close to $\frac{1}{2}$ and $\frac{1}{2}$ as can be accomplished. If you can NOT meet the $\frac{1}{4}$ requirement due to extra duty assignments or extenuating circumstances. Please complete the **Amendment form** and submit with this form.