

America Reads Tutoring Agreement

School Year 2026-2027

This is a local agreement between Shawnee Public Schools (SPS) hereinafter referred to as the local education agency (LEAL), and Oklahoma Baptist University, hereinafter referred to as OBU. The following information states the roles and responsibilities of parties regarding the OBU and SPS "America Reads Tutoring Program."

1. Program Overview

Program A

Available funds will determine the number of reading tutors employed by OBU during that particular academic calendar. All tutors in this program must be eligible for the Federal College Work Study program and maintain a 2.5 grade point average. Teachers at SPS Elementary Schools will identify students who will be provided reading tutoring using benchmark assessments, Strong Readers Act (SRA) assessment and documented progress monitoring. Tutoring will be conducted on days identified by the area school for up to two-hours afterschool, for a maximum of eight-hours a week. Tutors are required to be at the school site during a site's after school tutoring time.

All tutors employed in the program will be given training prior to and for the duration of the program. The training will involve assessment techniques and effective strategies for helping beginning readers become independent readers.

For America Reads a qualified site supervisor will be available during the tutoring periods. The role of the supervisor is to ensure that all tutors are present and to provide assistance with tutoring where needed. The supervisors will also serve as liaison between the classroom teachers and the tutors. The supervisors will model teaching strategies for tutors and serve as a resource person, locating appropriate teaching materials to be used during the tutoring sessions.

2. LEA Responsibilities

- A. The LEA will be responsible for supervision of the after-school tutoring programs at the SPS elementary sites.
- B. The LEA will be responsible for the cost of copying materials used in the tutoring programs at the SPS elementary sites.
- C. The LEA will be responsible for supplemental materials for the tutoring programs at the SPS elementary sites.
- D. The LEA will be responsible for identification and selection of SPS students to participate in the tutoring programs.
- E. The LEA has the right to disapprove and/or recommend termination of any tutors.
- F. The LEA's Title 1 Coordinator shall work with OBU for assurance of collaboration and coordination of tutoring services.

3. OBU Responsibilities

- A. OBU will be responsible for the selection of tutors for the LEA's "America Reads Program" at the SPS elementary sites.
- B. OBU will attempt to provide a maximum of 16 reading tutors under work study.
- C. The OBU "America Reads" Director shall work with the LEA for assurance of collaboration and coordination of tutoring services.
- D. OBU agrees to provide and participate with the LEA in joint training of tutors as appropriate.

- E. OBU total costs for the "America Reads Program" will not exceed \$10,150. America Reads tutors will receive \$12.00 an hour through OBU work-study funding.
- F. OBU will be responsible for any payroll expenses related directly to \$12.00 an hour from the work-study program funds in item 3. E., such as, but not limited to, workers compensation insurance and unemployment tax.
- G. Conduct a background check prior to hiring tutors.

4. Tutoring Training

Tutor training is available during September and January for the OBU students who are hired for the Tutoring Program and for the alternates to the program when requested by the local school.

The training will be conducted if requested by local schools for tutors by OBU Teacher Education faculty. The training will take place after school. The tutor training will focus on and understanding of the reading process, assessment of emergent reading, methods for carrying out shared reading experiences, training in phonemic awareness and decoding, writing methods and exposure to quality children's multicultural literature.

5. School Site Supervision

The OBU "America Reads Program" Coordinator will coordinate the program and will follow the guidelines created by a planning committee and recorded in the Program Proposal.

Supervision of the tutoring program is vital to the success of the project. The tutoring program will take place after school on days directed by the local school during the fall and spring semesters. There will be supervisors at the school sites during the tutoring time. The role of the supervisors is to ensure that all tutors are present and to provide assistance with tutoring where needed. The supervisors will also serve as liaison between the classroom teachers and the tutors. In the beginning stages of the project, the supervision will be modeling teaching strategies for the tutors. The supervisor will also serve as resource person, locating appropriate teaching material to be used during the tutoring sessions.

6. Liability

OBU agrees to furnish (upon request) LEA with a certificate of public liability insurance coverage in minimum amounts of \$25,000 to any claimant for any number of claims arising out of a single accident occurrence; \$100,000 to any claimant of all other claims arising out of a single accident or occurrence; and \$1,000,000 of any number of claims arising out of a single occurrence of accident. LEA agrees to furnish (upon request) OBU with a certificate of public liability insurance coverage in minimum amounts of \$25,000 to any claimant for any number of claims arising out of a single accident or occurrence; \$100,000 to any claimant of all other claims arising out of a single accident or occurrence and \$1,000,000 of any number of claims arising out of a single occurrence of accident. The LEA acknowledges that the Government Tort Claims Act covers them. The parties agree that each should be responsible for its own negligence, if any, in the delivery of services pursuant to this agreement. OBU agrees to indemnify the LEA from loss incurred by the LEA as a result of OBU employees. The LEA agrees to indemnify OBU from loss incurred by OBU as a result of LEA employees. Both parties agree to maintain said liability coverage in form during the entire term of the Agreement. In addition to such insurance and not in lieu therefore, OBU and LEA agree that neither party shall assume responsibility for the negligence nor other acts resulting in loss caused by the employees of the other.

7. Governance

This agreement shall be governed under the laws of the state of Oklahoma **IN WITNESS WHEREOF**, the Shawnee Public School Board and Oklahoma Baptist University concur with this agreement as evidences by the signatures below.

Shawnee Public Schools

Date: _____

By: _____

By: _____

Printed Name

Printed Name

President, Shawnee Board of Education

Clerk, Shawnee Board of Education

Oklahoma Baptist University

By: _____

By: Randy L. Smith

Printed Name

Printed Name

Randy L. Smith

Director OBU/ SPS "America Reads"

Executive VP for Business and Administrative Services