



# The Buzz

A consolidated federal programs newsletter

Issue 12

September 2004



We hope that everyone had a restful and fun-filled summer vacation. We at CDE have been busy approving Consolidated Federal Programs applications, gearing up for AYP and School Support Team Reviews, and overall just preparing for a successful school year.

This month commemorates the one year anniversary of The Buzz. We have been extremely pleased with the response we have received from subscribers. We hope to continue providing up-to-date information to you in a quality fashion.

For those of you who are new to federal programs at the district level, we welcome you. The Buzz is a monthly newsletter which provides information about a variety of "hot topics". The September issue will be printed and mailed to district personnel each year. All other issues will be sent by email and are available on our website at [www.cde.state.co.us/cdeunified/buzz.htm](http://www.cde.state.co.us/cdeunified/buzz.htm). If you would like to be placed on the mailing list or have an idea for an article please contact Laura Hensinger at [Hensinger\\_l@cde.state.co.us](mailto:Hensinger_l@cde.state.co.us)

## State Level Monitoring and a Visit from the Feds

CDE will resume federal program monitoring during the 2004-2005 school year. Federal program monitoring efforts will consist of a combination of onsite visits and desk audits. Most reviews will cover all programs that are included as part of an LEA's Consolidated Federal Programs application. However, some visits will be scheduled to focus on a single program. CDE plans to conduct between 10 and 15 onsite reviews between the months of October 2004 and May 2005. CDE will work with selected LEAs to identify suitable dates for the onsite visits and will make every effort to minimize the administrative burden associated with the review. The onsite schedule will be finalized and communicated to school districts and BOCES within the next several weeks.

Onsite reviews will be structured around the five goals of the Consolidated Federal Programs application: 100% proficiency in reading and math, all core academic classrooms taught by a highly qualified teacher, English language proficiency, safe and drug free learning environments, and increased use of technology in delivering instruction. The review will cover fiscal, programmatic, and accountability components of the LEA's programs. LEAs will be sent materials necessary to prepare for the review at least 30 days prior to the visit. Each review will be scheduled to last one or two days. An oral exit report will be delivered at the conclusion of the review and a more comprehensive written report will be sent to the LEA within 30 days of the visit.

In addition to CDE's efforts, the USDE is monitoring state implementation of NCLB requirements during the 2004-2005 school year. Colorado has been tentatively scheduled for a

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review during the month of January 2005. As part of its review, USDE has asked states to identify 2 or 3 school districts to be visited. CDE, and not the school district, will be held accountable for any compliance findings associated with the district review. Also as part of its review, USDE will conduct desk audits of several districts. A desk audit entails reviewing website documents, responding to questions and submission of records as requested by USDE without an actual visit. Again, it will be CDE and not the school district that will be found out of compliance should the desk audit surface any problems.

CDE's goal in all of its monitoring efforts will be to ensure that LEAs understand the requirements of the programs being reviewed and to support LEAs in correcting any areas of noncompliance. Our monitoring efforts are a major priority of the Consolidated Federal Programs this year, and we hope that we can work together with districts and BOCES to make this as effective and painless a process as possible. Look for additional monitoring information to be made available in future issues of *The Buzz* and at the Title I Directors Meeting in September.

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## Department of Education Releases New Resources and Materials

The Office of Innovation and Improvement at the USDE has released a brochure on supplemental educational services in Spanish available at [www.ed.gov/parents/academic/involve/suppservices/spanishsesbrochure.pdf](http://www.ed.gov/parents/academic/involve/suppservices/spanishsesbrochure.pdf). Free copies can be ordered from (Order # EU 0120H) [www.edpubs.org/webstore/Content/search.asp](http://www.edpubs.org/webstore/Content/search.asp).

Additional Department of Education materials and resources available:

- *Innovations In Education: Successful Charter Schools*  
[www.edpubs.org/webstore/content/ItemDetails.asp?strItem=EU+0109P&ed=&ern=&pubdt=060104&intCounter=16](http://www.edpubs.org/webstore/content/ItemDetails.asp?strItem=EU+0109P&ed=&ern=&pubdt=060104&intCounter=16)
- *A Tool Kit for Teachers* (revised booklet)  
[www.ed.gov/teachers/nclbguide/nclb-teachers-toolkit.pdf](http://www.ed.gov/teachers/nclbguide/nclb-teachers-toolkit.pdf)
- *Innovations In Education: Creating Strong Supplemental Educational Services Program*  
[www.ed.gov/print/admins/comm/suppsvcs/sesprograms/report.html](http://www.ed.gov/print/admins/comm/suppsvcs/sesprograms/report.html)
- *Innovations In Education: Creating Strong District School Choice Programs*  
[www.edpubs.org/webstore/content/ItemDetails.asp?strItem=EU+0108P&ed=&ern=&pubdt=050104&intCounter=17](http://www.edpubs.org/webstore/content/ItemDetails.asp?strItem=EU+0108P&ed=&ern=&pubdt=050104&intCounter=17)

## State's Measurable Objectives for Increasing Teacher Quality

No Child Left Behind requires states and districts to develop plans to ensure that by 2005-2006 all students will be taught by "highly qualified" teachers. CDE is required, as part of this plan, to establish annual, measurable objectives for the state, each school district and school that addresses the following educator quality indicators:

- an annual increase in the percentage of classes taught by highly qualified teachers in the aggregate and in "high-poverty" schools;
- quality professional development;

Each district receiving Title I, Part A funds is required to develop a plan for ensuring that it is working toward meeting these educator quality indicators. The details of this plan should be included as part of the district's Consolidated Federal Programs application.

NCLB also requires CDE to determine if a district has made progress toward meeting the state's measurable objectives for increasing teacher quality within the district and its schools. CDE has set measurable objectives for each district and school. These measurable objectives were set using the information collected through the Automated Data Exchange (ADE) program. If the district **fails for two consecutive years** to make progress toward meeting the annual objectives, then the district must develop an "improvement plan." The district improvement plan must:

1. address how the district will meet the state's annual measurable objectives for increasing the percentage of highly qualified teachers.
2. address issues that prevented the district from meeting those objectives.
3. develop, in conjunction with the district, teachers, and principals, professional development strategies and activities based on scientifically based research that the district will use to meet the State's annual measurable objectives for improving teacher quality.

Annual targets were sent to each district at the end of August. If you have not received this information, contact Bush White at (303) 866-6901 or [white\\_b@cde.state.co.us](mailto:white_b@cde.state.co.us).

## CALENDAR OF EVENTS

September 7<sup>th</sup> – 20<sup>th</sup>

School-Home Links Training of Trainers Workshop  
For locations and a registration form visit the CDE calendar at [www.cde.state.co.us/cdeedcon/index.htm](http://www.cde.state.co.us/cdeedcon/index.htm).

Sept. 7<sup>th</sup> Wheat Ridge  
Sept. 8<sup>th</sup> Adams 12  
Sept. 9<sup>th</sup> Lamar  
Sept. 15<sup>th</sup> Pueblo  
Sept. 20<sup>th</sup> Delta

September 21<sup>st</sup>

New Principals' Seminar  
Colorado Dept. of Education, State Board Room  
8:00 a.m. – 4:00 p.m.  
For more information contact Ai Dam at [dam\\_a@cde.state.co.us](mailto:dam_a@cde.state.co.us) or (303) 866-6678.

September 21<sup>st</sup> – 22<sup>nd</sup>

Colorado Principals' Leadership Institute in Math  
Marriot Tech Center & Hyatt Regency Tech Center  
8:30 a.m. – 3:30 p.m.  
For more information contact Dr. Susan Adams at (303) 632-5552.

September 22<sup>nd</sup>

Title I Director's Meeting  
Sheraton Denver West  
8:00 a.m. – 4:30 p.m.  
For more information contact Clara Algiene (303) 866-6777 or Trish Boland (303) 866-6998.

September 23<sup>rd</sup>

2004 Fall CABE/ADOBE Leadership Day  
Annual ELA Coordinators Symposium  
Hyatt Regency Downtown  
8:00 a.m. – 5:00 p.m.  
For more information contact Norma Lawanson at [lawanson\\_n@cde.state.co.us](mailto:lawanson_n@cde.state.co.us) or (303) 866-6757.

September 30<sup>th</sup>

Final Day to Submit Consolidated Federal Programs Applications  
Funds will be reallocated if a district's application has not been received by CDE. If you have any questions, contact Gina Salazar at [salazar\\_g@cde.state.co.us](mailto:salazar_g@cde.state.co.us)

## **parent:**

a person who brings up and cares for another

Research clearly shows that when parents are involved, students achieve academically at the highest level, become responsible citizens, and attain economic self-sufficiency. In 1997, the National PTA developed the National Standards for Parent/Family Involvement Programs created around the six types of parent involvement identified by Joyce L. Epstein, Ph.D. at Johns Hopkins University. The standards, already endorsed by nearly 100 health and education organizations, are the foundation for PTA's *Building Successful Partnerships* workshops.

"We all have a vested interest in seeing our children succeed at school and in life," said Colorado State PTA President Mark Townsend. "Parent involvement is critical to that success, but so is the support of the larger community. This program helps to involve others in meaningful ways." Workshops are available and may be tailored for PTAs, parent groups, school communities, community organizations, businesses, and policy makers.

On October 9<sup>th</sup>, Colorado PTA is hosting a free workshop to train *Building Successful Partnership* presenters. The workshop will be held at the Colorado PTA office located at 7859 W 38<sup>th</sup> Avenue, Wheat Ridge, 80033. The course runs from 8:30 a.m. to 5:00 p.m. A continental breakfast and lunch will be provided. To R.S.V.P., call (303) 420-7820, or (888) 225-8234 or email [BSP@copta.org](mailto:BSP@copta.org) with your contact information. Seating is limited.

Participation is open to all interested volunteers willing to give a minimum of three presentations by October 2005. Attendees will learn about the six National Standards for Parent/Family Involvement, their impact on NCLB, receive resources for effective presentations and materials which include sample presentation outlines. Participants will also receive a copy of National PTA's publication, *Building Successful Partnerships: A Guide to Developing Parent and Family Involvement Programs*, which contains comprehensive, practical activities to bring parents, educators, communities and schools together. In conjunction with their Hispanic initiative, Colorado PTA is actively recruiting presenters who can deliver this material to its Spanish-speaking audiences.

For questions regarding the workshop, contact Jody Townsend at (719) 573-8325, email [BSP@copta.org](mailto:BSP@copta.org) or contact the Colorado PTA office at (303) 420-7820 or (888) 225-8234.





CDE has received a ruling from the U.S. Department of Education regarding the required 10% professional development set aside for districts on Program Improvement. Districts must spend this set aside on professional development that targets the AYP areas responsible for the district being placed on improvement. It is allowable for districts to use these set aside funds on staff in schools that do not receive Title I funds.

### 2004-2005 SCHOOLWIDE GUIDANCE DEVELOPMENT WORKGROUP

The Colorado Department of Education is forming a Schoolwide Development Workgroup for the purpose of producing Colorado guidelines, policies and procedures for all schoolwide schools. The group will consist of eight to ten members who have experience with school reform, data analysis, systemic planning and other areas of expertise. The documents produced will be based on NCLB and will be posted on CDE's webpage in the summer of 2005. These documents will serve as resources for Title I Directors, staff at current schoolwide schools and for schools considering becoming schoolwide schools. They will also provide the state with a common tool for assessing the effectiveness of schoolwide schools.

The Schoolwide Guidance Development Workgroup will meet eight times for a full day during the 2004-2005 school year in the Denver metro area. Proposed dates are:

2004	2005	
October 1 <sup>st</sup>	January 7 <sup>th</sup>	April 1 <sup>st</sup>
November 5 <sup>th</sup>	February 4 <sup>th</sup>	June 3 <sup>rd</sup>
December 3 <sup>rd</sup>	March 4 <sup>th</sup>	

Members of the workgroup will be paid a stipend of \$300 per day-long meeting, and will be reimbursed for mileage. Lunch will be provided for each meeting. For those who may need overnight accommodations, arrangement can be made.

To apply complete an application at [www.cde.state.co.us/cdeunified/download/tia\\_schwidedevwrkshp.doc](http://www.cde.state.co.us/cdeunified/download/tia_schwidedevwrkshp.doc). You will be notified of your participation by September 20, 2004.

### What should we do once our district receives our AYP data?

1. All school data and determinations may be downloaded through ADE (Automated Data Exchange) or you may look at each school's data individually through the calculator in ADE.
2. Each district should check its data records against the numbers reported to CDE through student biographical data (SBD).
3. If you need to update any school counts, you may do so either by changing them in the calculator or by uploading an updated file.
4. Districts need to notify all schools of their determinations and give them the opportunity to request a review, using the guidelines that have been provided by CDE. If you need a copy of the guidelines, please email Alyssa Pearson at [pearson\\_a@cde.state.co.us](mailto:pearson_a@cde.state.co.us).
5. Title I Schools that are now on improvement or are still on improvement must send choice notification letters and supplemental service letters (if appropriate) immediately, if they have not already done so.
6. All school appeals and data changes are the responsibility of the LEA and must be final 30 days from receiving the data. The Automated Data Exchange will close at this time and you will not be able to change anything from that point forward.
7. If the district needs to appeal its determination to the state, it must send the necessary documentation within two weeks of receiving the district data. The district will receive final notification about the appeal no later than October 21<sup>st</sup>.
8. AYP determinations and data will be made available to the press around mid to late October.



## UPDATES

Remember to register for the upcoming Trainings of Trainers (TOT) workshops for School-Home Links, a school-home reading program that aligns with Colorado model content standards for reading and writing. It provides 100 reading activities in both English and Spanish for Kindergarten through 3rd grade students and encourages greater family and community involvement in helping children improve reading skills and achievement. Workshops are scheduled for September 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> across the state. Check the CDE Calendar for location and registration form, [www.cde.state.co.us/cdeedcon/index.htm](http://www.cde.state.co.us/cdeedcon/index.htm). For more information, contact Trish Boland at (303) 866-6998 or [boland\\_t@cde.state.co.us](mailto:boland_t@cde.state.co.us).

The Colorado Parent Information and Resource Center, a co-presenter of the Parent Involvement Policy Toolkit Workshops, is providing follow-up training for district staff, school staff and other educators to help schools and districts develop meaningful parent involvement policies and plans. Training is in the form of 2-day regional Parent Involvement Conferences in four areas around the state. For dates, locations and detailed information about the trainings, please visit [www.cpirc.org](http://www.cpirc.org) and click on Conference Program and Registration Form on the Homepage.



### Professional Development and School Support

In May, the Professional Development and School Support Program sent your school two documents: 1) a Title I Resource Information Guide, which is a quick reference to the basic resources available to Title I Directors, principals, staff and teachers with planning the direction of your school and developing programs; and 2) information about a website that provides up-to-date information 24/7 on topics including parent involvement, professional development, and school support. Please visit the website for all of your professional development needs:

[www.cde.state.co.us/pdssp/index.htm](http://www.cde.state.co.us/pdssp/index.htm)

# Distinguished Schools

The fifth school to be highlighted in The Buzz's Distinguished School series is Carlile Elementary School, which was selected as the Distinguished Title I School for the Pikes Peak Region.

Carlile Elementary School is located in Pueblo, Colorado. The school has a population of 350 students in pre-kindergarten to fifth grade. The dedicated staff is truly committed to helping all students succeed. Listed below are a number of variables that have contributed to Carlile's success.

The **Read To Achieve Grant** was vital to laying a strong foundation for 2<sup>nd</sup> and 3<sup>rd</sup> graders. The staff was able to provide additional instruction for one hour after school three days a week. The grant also funded a summer school program. This was an opportunity for students who needed more learning time to get a head start before school officially began.

A **Literacy Block** is synchronized throughout the school for the first ninety minutes of the instructional day. All reading classes are leveled, and students move to the most appropriate learning environment. Students are continually assessed and moved accordingly.

The **Accelerated Reading Incentive program** is utilized school wide and goals are set for all students in first through fifth grade. Quarterly incentives, as well as year-end incentives, motivate students to stay on track.

A **Literacy Lab** allows students to receive individual assistance.

**Quarterly Data Collecting** guides the direction teachers take for the next quarter. Teachers meet with the principal once a week to compare and discuss student progress

The district provides on-going **Professional Staff Development** that is embedded in the school day, as well as early release days. Teachers take on additional professional development opportunities by teaching extended-day classes utilizing Lindamood-Bell learning processes.

Carlile is extremely pleased to have been selected as a Distinguished School and looks forward to enhancing students' education even further.



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**Did you miss the last Buzz? Visit [www.cde.state.co.us/index\\_funding.htm](http://www.cde.state.co.us/index_funding.htm) for a copy.**

**Concerns!!**

**Questions??**

**Comments**

*Do you want to be on the mailing list?*

**Contact Laura Hensinger at (303) 866-6675 or [hensinger\\_l@cde.state.co.us](mailto:hensinger_l@cde.state.co.us)**