



# The Buzz

A consolidated federal programs newsletter

Issue 16

January 2005



The Office of Special Services at CDE hopes that your holiday provided the opportunity to relax and enjoy family and friends.

It's amazing that another year has flown by. As a country we will soon be recognizing the 3<sup>rd</sup> anniversary of the signing of No Child Left Behind. We have witnessed the challenges in implementing the federal requirement but have also recognized the benefits of accountability, parental choice, use of data and emphasis on proven teaching methods. We would like to take a moment to say THANK YOU for all of your hard work in implementing this law. As a state, we have come a great distance in the past three years. We look forward to continuing this work with you.

## Supplemental Educational Services Request for Proposals Available January 14, 2005

The Request for Proposals (RFP) for State Approved Supplemental Educational Service Providers for the 2005-2006 school year will be available at [www.cde.state.co.us/cdeunified/SuppServices.htm](http://www.cde.state.co.us/cdeunified/SuppServices.htm) on January 14, 2005. The RFP will be due to the Colorado Department of Education (CDE) no later than April 4, 2005. There will be a training on the completion of the RFP on February 4<sup>th</sup> from 2-4 p.m. in the State Board Room at CDE, 201 E. Colfax Avenue in Denver.

Supplemental services are free tutoring opportunities for low-income children attending schools on 2<sup>nd</sup> year school improvement, corrective action or restructuring. The cost of tutoring is paid for by the school district using Title I funds. A list of schools in Colorado that are presently offering supplemental services as well as schools that may have to offer services next year is also available on the above link.

This is not a competitive grant in that as many providers can be included on the list of approved providers as meet the criteria of the RFP. Furthermore, approval means being placed on a list of approved providers that districts will send to eligible parents. There is no guarantee that if selected to be on the list the organization will serve students. Eligible parents are provided the list at the start of school and choose the provider that best suits their child's needs.

Currently, we have a list of 44 state approved providers. Eligible applicants are organizations with a demonstrated record of effectiveness in increasing the academic achievement of students in reading and/or math. Districts and schools on improvement may not be supplemental service providers. However, a school that is making adequate yearly progress within a district identified for improvement may apply to be a provider.

Although our list contains many competent providers we are hoping to add more options for the rural areas of Colorado. If you know of an organization that would be a strong provider of supplemental services please encourage them to apply. For further information contact Laura Hensinger at [Hensinger\\_l@cde.state.co.us](mailto:Hensinger_l@cde.state.co.us)

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## ADEQUATE YEARLY PROGRESS AND CSAPA

It's hard to believe the time has come to think about testing again! Many districts are in the process of making decisions about who to test and with which assessments. The following are a few reminders while you prepare for this process.

For 2004-2005 AYP determinations, there will still be a 1% cap on students scoring proficient on the CSAPA for AYP calculations. Consequently, if more than 1% of your student population (students we include in AYP calculations) score Emerging or above on the CSAPA, the state needs to convert those scores in excess of the 1% to "non-proficient." Only districts and the state are accountable for the 1% cap; schools do not need to worry about being in excess of the 1%. If necessary and valid, districts may apply for a waiver of the 1% cap in August. However, scores for AYP will first be automatically and randomly converted to non-proficient when they are reported to the district. If the waiver is approved during the appeals process, then scores would be re-converted to their original status. More details about the process will be provided in the spring and summer.

Additionally, this year students who are tested with the CSAPA **MUST** have a CSAP test booklet in order to be included in AYP calculations. In the past, we have added in CSAPA test takers that did not have CSAP booklets. Last year there were 1,400 CSAPA test booklets without CSAP records. This year, those 1,400 records would not be counted; all CSAPA test takers must have a corresponding CSAP test booklet to be included in AYP.

For more information on testing students with the CSAPA, trainings will be held on the dates listed below. Visit [www.cde.state.co.us/cdesped/StuDis-Sub2.asp](http://www.cde.state.co.us/cdesped/StuDis-Sub2.asp) for details.

- January 11<sup>th</sup> Arvada Center, Denver
- January 12<sup>th</sup> Adams 12 Training Center, Denver
- January 13<sup>th</sup> Holiday Inn  
Denver International Airport
- January 19<sup>th</sup> and 20<sup>th</sup> Basil T. Knight Staff Development  
Center, Grand Junction
- January 26<sup>th</sup> Tesla Center, Colorado Springs



## CSAP Trainings

The Assessment Unit at the Colorado Department of Education will be holding CSAP trainings in January. The training is for DACs and key SACs. The DACs must have submitted the names of attendees, including themselves, to Margaret Delgado at [delgado\\_m@cde.state.co.us](mailto:delgado_m@cde.state.co.us) by December 30<sup>th</sup>. The following are the dates and locations for the workshops. Each workshop will be held from 9 a.m. to 12 p.m.

- January 7 Douglas County RE-1  
District Offices  
620 Wilcox, Castle Rock
- January 10 Westminster 50  
Hidden Lake High School  
7300 Lowell Blvd., Westminster
- January 12 Fort Morgan RE-3  
Fort Morgan Community College  
Founders Room
- January 13 Colorado Springs District 11  
Nikola Educational Opportunity  
Center, 2560 International Circle  
Colorado Springs
- January 18 Archuleta County 50JT  
Pagosa Springs High School  
800 South 8<sup>th</sup> St., Pagosa Springs
- January 19 Delta County 50J  
VocTech Building  
1765 Hwy. 50, (3 miles E. of Delta)
- January 20 Eagle County RE-50J  
District Board room  
757 E. 3<sup>rd</sup>, Eagle
- January 24 Huerfano RE-1  
Best Western Motel Meeting Room  
Walsenburg
- January 25 East Otero R-1  
OJC Student Center, Banquet Rm.,  
LaJunta
- January 26 Poudre R-1  
Johannsen Support Services  
Center, 2407 LaPorte Avenue  
Fort Collins

## CALENDAR OF EVENTS

January 14<sup>th</sup>

District Program Improvement Plans due to CDE.  
For more information contact Brad Bylsma at (303) 866-6637 or by email at [bylsma\\_b@cde.state.co.us](mailto:bylsma_b@cde.state.co.us)

January 29<sup>th</sup> – February 1<sup>st</sup>

National Title I Conference  
Atlanta, GA  
For more information visit  
[www.aplusevents.com/T05/2005TitleI.htm](http://www.aplusevents.com/T05/2005TitleI.htm)

January-May

Program Evaluation Training, 8:30 a.m. – 2 p.m.  
For more information contact Jason E. Glass at 303-866-6701 or [glass\\_j@cde.state.co.us](mailto:glass_j@cde.state.co.us)

January 14 <sup>th</sup>	Ft. Collins/Windsor
February 4 <sup>th</sup>	Eagle
February 25 <sup>th</sup>	Denver
March 18 <sup>th</sup>	Montrose
April 15 <sup>th</sup>	San Luis Valley/Alamosa
May 13 <sup>th</sup>	Colorado Springs

February 3<sup>rd</sup> – 5<sup>th</sup>

2005 CCIRA Annual Conference on Literacy  
For more information visit  
[www.ccira.org](http://www.ccira.org)

February 5<sup>th</sup>

Colorado Alliance for Quality School-Age Programs (CAQSAP) and Colorado Association of Community Educators (CACE)  
2005 Statewide Conference  
8 a.m. – 3:30 p.m., Merrill Middle School in Denver

April 29<sup>th</sup> – May 1<sup>st</sup>

The Colorado Alliance for Environmental Education (CAEE) is presenting its 5<sup>th</sup> Annual Teaching OUTSIDE the Box Conference  
Snow Mountain Ranch, Winter Park  
Visit [www.caee.org](http://www.caee.org) to register or for more information.



## Please Note

During the spring of 2005, CDE will be holding Consolidated Federal Programs Application Workshops in each region. The workshop will provide step by step instructions for the completion of the application. Representatives from each Title program will be on hand to answer questions regarding the application. Specific dates, times and locations will be forwarded as soon as possible. There will be no Single Accountability Conference this year.



## Report Card

All states are required to produce a state level NCLB report card with the same data elements as the district report cards. Colorado's 2003-2004 NCLB Report Card will be available on the web by the middle of January. CDE will also send a hard copy of the report to every LEA.

Additionally, this year's web-based report card will include a new feature: a district and school NCLB profile. This feature will allow parents, teachers, district administrators and the general public to easily access AYP and highly qualified teacher data for an individual school or district level. The system enables users to search by district or school in a manner similar to the look up feature for the School Accountability Reports.

The state report card and school and district profiles will be available on CDE's website at [www.cde.state.co.us/cdeunified/nclbstate rpt.htm](http://www.cde.state.co.us/cdeunified/nclbstate rpt.htm). Currently, the 2002-2003 report is posted there.

## 2005

## Title I Distinguished Teacher Award

A revamped nomination process will be available in mid-January to identify two (2) teachers in Colorado for the Title I Distinguished Teacher award. This honor carries with it a monetary award of \$5,000. Eligible teachers are those Title I teachers in Targeted Assistance programs or teachers in Schoolwide schools. Nominated teachers must use standardized assessment data to demonstrate their ability to successfully assist students in making progress towards meeting state standards. Look for the nomination forms under *What's New* of the State and Federal Grants page on the CDE website at [www.cde.state.co.us/cdeunified/uni\\_whatnews.htm](http://www.cde.state.co.us/cdeunified/uni_whatnews.htm).

# Employee Time and Effort



During the Grants Fiscal Workshops, the issue of Employee Time and Effort to Federal Awards was discussed. Although this has been a requirement since 1987, it came as a surprise to many district personnel. For this reason, we wanted to take some additional time to review the documentation requirements.

The documentation needed to charge salaries and wages to Federal awards is determined based on the activities or cost objectives that the employee is engaged in with the district.

## Employees that work solely on a single Federal award or cost objective

Charges for salaries and wages of employees that work solely on a single Federal award or cost objective must be validated by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee. Schoolwide programs under Title I-A may be considered as single cost objectives for meeting the certification requirements.

## Employees that work on multiple cost objectives

The salaries and wages of employees that work on multiple cost objectives must be validated by personnel activity reports (PAR) or equivalent documentation which meets the following standards:

- The PAR must reflect an after-the-fact distribution of the actual activity of each employee,
- The PAR must account for the total activity for which each employee is compensated,
- The PAR must be prepared at least monthly and must coincide with one or more pay periods, and
- The PAR must be signed by the employee.

The PAR documentation will be required when employees work on: (a) more than one Federal award, (b) a Federal award and a non-Federal award, or (c) other multiple activities or cost objectives.

These documentation requirements are in addition to the need for the compensation to be reasonable, that the payroll is in accordance with applicable laws and rules, and that the payroll is approved by a responsible official(s) of the district.

Districts that do not follow these specific documentation requirements will be considered noncompliant. The consequences of noncompliance are that any costs related to these salaries and wages may be considered as unallowable charges to the Federal grant program.

All of the above requirements are discussed in detail in the Office of Management and Budget (OMB) Circular A-87. For sample timesheets, PARs and certifications, visit [www.cde.state.co.us/cdefisgrant/FAQ.htm](http://www.cde.state.co.us/cdefisgrant/FAQ.htm) after January 14, 2005.

## How can I find a school that made AYP targets that my school missed?

The Excel "School AYP Determinations" file on the AYP website

[www.cde.state.co.us/ayp/0304Results.asp](http://www.cde.state.co.us/ayp/0304Results.asp) allows one to search for those schools with the following steps. For example, to identify the high schools that made reading and math targets for students with disabilities follow these steps.

1. Save the "School AYP Determinations" Excel file to your computer. The file is available at: [www.cde.state.co.us/ayp/0304Results.asp](http://www.cde.state.co.us/ayp/0304Results.asp).
2. Open the file which was saved to your computer.
3. Find the tab marked "Targets" at the bottom of the screen.
4. Click on cell D5 of the "Targets" table.
5. Go to "Data" in the toolbar at the top of the page. Select "Filter" and then "Auto Filter."
6. Click on the drop down arrow at cell D5 and select "H." This will show you only results for high schools.
7. Go to cell AF5 (Reading Performance targets for students with disabilities) and select "YES" from the drop down menu. Now you will only see high schools that made reading performance targets for their students with disabilities.
8. Go to cell AO5 (Math Performance targets for students with disabilities) and select "YES" from the drop down menu. Now only the high schools that made reading and math performance targets for students with disabilities will be visible.
9. To see schools that made AYP for those targets through safe harbor instead, simply use the filters in cells AY5 and BH5, respectively.
10. Use this same filter tool for any school level and specific target made or missed.
11. To identify a school's district, take the four digit district code from column A and look up the district in the "District AYP Determination" Excel file on the same AYP results page. If you would like to contact a particular district, most districts have a link on CDE's website at [www.cde.state.co.us/utility/k12schls.htm](http://www.cde.state.co.us/utility/k12schls.htm).
12. You can also use this process with the district level data, if you would rather search for a district. Simply, use the "District AYP Determination" file instead.

For any additional assistance, contact Alyssa Pearson at [pearson\\_a@cde.state.co.us](mailto:pearson_a@cde.state.co.us).



## UPDATES

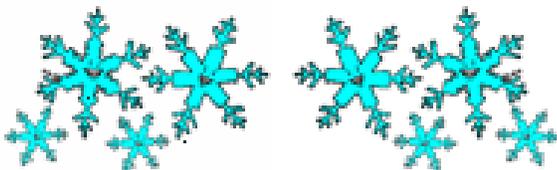
A proposed **Statewide Ed-Flex Waiver** is available for review by the public. This proposed waiver moves the date for which all instructional paraprofessionals funded by Title I must meet the requirements of Highly Qualified from **January 8<sup>th</sup>**, 2006 to **June 30<sup>th</sup>**, 2006. Interested parties can view the waiver proposal at [www.cde.state.co.us/cdeunified/download/statewideHQ%20para%20time%20extensiondoc.pdf](http://www.cde.state.co.us/cdeunified/download/statewideHQ%20para%20time%20extensiondoc.pdf) Written comments may be submitted to Trish Boland by end of business day January 28, 2005 by e-mail at [boland\\_t@cde.state.co.us](mailto:boland_t@cde.state.co.us) or at the following address:

Trish Boland  
Colorado Department of Education  
Consolidated Federal Programs Unit  
201 E. Colfax, Room 503  
Denver, CO 80203

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### *Charter School Institute Releases Request for Applications*

The Request for Applications (RFA) for new and existing schools that wish to be chartered by the new state Charter School Institute is now available. Part Two of the RFA is for developing charter schools and Part Three is for existing (public or public charter) schools that wish to transfer to the Institute. Applications are due any time between January 3 and 31, 2005. Once applications are submitted, the Institute board must make a decision on the application within 60 days. The RFA and corresponding financial spreadsheets will be on the Institute page of the CDE website at: [www.cde.state.co.us/choice/csi.htm](http://www.cde.state.co.us/choice/csi.htm). For more information on the RFA or for technical assistance, contact Denise Mund at (303) 866-6740 or [Mund\\_D@cdestate.co.us](mailto:Mund_D@cdestate.co.us)



# School Highlights

## **Congratulations to Platte Valley Elementary School for receiving the Title I Distinguished School Award for Exceptional Student Performance**

Platte Valley Elementary School in Platte Valley RE-3 is on the Northeastern Plains in Sedgwick, Colorado. In the middle of the little town of Sedgwick, the elementary school is the daily home to fifty-nine students. Students are greeted with the friendly faces of their teachers, principal and school staff, all focused on their academic, social and emotional well-being. The sense of community is felt immediately upon entering the 80 year old school building.

Although their class sizes rarely exceed 15 in this small town, they tackle many of the same issues larger city schools face including parent education levels, mobility, poverty, unstable households and students with special needs.

The interventions that are a part of the school day include reading and math blocks, Accelerated Reader, aligned preschool curriculum, Title I embedded in the program, cross-age tutors, and parent and community volunteers.

The school hosts a Parent Academy once a year to encourage parents to help their children with reading. The school plans to incorporate a math component in future Parent Academies. Attendance has been boosted with homemade chili dinners and cinnamon rolls.

The key to the success at Platte Valley Elementary School is the dedicated staff. The teachers work early and late to prepare for every year and each day. Collaboration among the staff is an ongoing process. They are willing participants in professional development who apply what they learn to their instruction. The staff identifies individual students with needs and targets those needs. Continual encouragement of all students to succeed has proven that when you have high expectations for students they meet those goals, shown by the fact that 100% of students scored partially proficient, proficient, or advanced for two consecutive years.

*Principal: Henry Armknecht*

Colorado Department of Education  
Office of Special Services  
201 E. Colfax Avenue  
Denver, CO 80203



**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)**