



The Buzz

A consolidated federal programs newsletter

Issue 21

August 2005

We ran out of space so we moved to a new place.



The Office of Special Services can now be found at 1560 Broadway, Suite 1450 Denver, CO 80202-5149 (303) 866-6782

Phone numbers, email addresses and fax numbers will remain the same. The Office of Special Services includes Competitive Grants and Awards, Schools of Choice and the Consolidated Federal Programs Unit.

SUPPLEMENTAL SERVICES

Ten new providers have been added to Colorado's List of Approved Supplemental Services Providers for the 2005-2006 school year. Parents can now choose from a total of 45 providers. The list of approved providers includes school districts, faith-based organizations, community organizations, private schools, individuals, online providers and other for-profit organizations. We have updated our website so that district personnel, parents and providers can search for available providers by district and school. The Supplemental Services' website also includes sample parent letters in both English and Spanish, sample contracts, recent guidance (6/13/05) and other useful information.

<http://www.cde.state.co.us/cdeunified/SuppServices.htm>

Schools in their 2nd year of Improvement, Corrective Action or Restructuring are required to offer Supplemental Services. Schools that were on 1st year improvement during the 2004-2005 school year and do not make AYP in 2004-2005 will be required to offer Supplemental Services for the 2005-2006 school year.

Supplemental Services are tutoring opportunities for eligible students, conducted by an approved provider outside of the school day. Eligible students are those who are enrolled in a school on 2nd year of Improvement, Corrective Action or Restructuring and identified as low-income. These tutoring services are free to parents and paid for with district Title I funds.

Districts with schools in their 2nd year of Improvement, Corrective Action or Restructuring are responsible for notifying parents of eligible students that these services are available to them. The notification must be in a language understandable to parents, identify the approved provider(s) within the district, and describe their

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DISTRICT PROGRAM IMPROVEMENT

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The Colorado Department of Education must annually review the progress of each Colorado district that receives funds under Title I, Part A to determine whether the schools served by the district are making Adequate Yearly Progress (AYP) in meeting the State's student academic achievement standards.

This review focuses on the results of the Colorado Student Assessment Program (CSAP) and CSAPA, to determine whether the district met the annual measurable objectives and student participation targets as defined by AYP. CDE's review also determines whether the district is carrying out its responsibilities with respect to School Improvement, technical assistance, parental involvement, and professional development. If the state determines that the district is not making AYP for two consecutive years, it must identify the district for Program Improvement. District AYP determinations should be available by August 11th and final by September 31st.

Districts Newly Identified

Districts identified for Program Improvement must submit a plan to address those areas which kept the district from making AYP. The plan is due to CDE 3 months (January 2, 2006) after the district has been notified of its status. The district's Program Improvement Plan must include a description of how the district plans to spend 10% of its Title I allocation on professional development to assist the district in its efforts to make AYP. Districts that did not make AYP for the first time last year were asked to set this 10% aside when determining their budgets for 2005-06. Those funds can be reallocated should the district make AYP when determinations are released in the fall.

For detailed information regarding the requirements for the district Program Improvement Plan visit http://www.cde.state.co.us/cdeunified/leaimp_lpip.htm

Program Improvement Year 2

Districts that were identified in the fall of 2004, should have an approved Program Improvement Plan on file at CDE. For these districts, an approved plan is required for final approval of the 2005-2006 Consolidated Application.

Program Improvement Plans are two-year plans and need only be modified if the district chooses to change any programs described in the plan; or, if after the AYP determinations come out this fall, the district has missed AYP targets for any additional subgroups, the existing plan must then be modified to show how the district will address those needs.

Notification will be sent to districts in early October regarding necessary revisions. Revised plans will be due to CDE on January 2, 2006.

Parent Notification Letters

The State must work with districts to arrange for notification of the districts' Program Improvement (PI)

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services and qualifications. The letter must also provide procedures and timelines parents must follow in obtaining services.

Districts are required either mail (Attn: Laura Hensinger at new address) or fax [(303) 866-6637] a signed copy of the Supplemental Services letter sent by each school on 2nd year of Improvement or Corrective Action or Restructuring by October 1st.

Districts can access information about the providers available in their district on our website <http://www.cde.state.co.us/cdeunified/SuppServices.htm> and click on *Search for Approved Provider by District*. Only districts with schools in 2nd year Improvement or beyond are in the searchable database. This information can be printed and distributed. And for the first time this information will be available in Spanish by mid-August.

A letter to parents will meet the requirements of the law. However, due to the confusing nature of this choice provision, one mailing may not ensure maximum participation from eligible students. Some strategies that have been used in other states to build understanding and encourage involvement include:

- Host a provider fair in the district, an opportunity for parents to meet providers and determine the best fit for their child
- Discuss the supplemental service provision with eligible parents at parent/teacher conferences
- Use parent liaisons to call homes or make home visits to explain free tutoring option
- Work with local parent organizations to get the word out
- Work with providers to disseminate information through public service announcements

Supplemental Services are a parent choice. It is the parents' responsibility to choose the appropriate provider for their child. After parents have chosen a particular provider and notified the district, it is the responsibility of the district to develop a contract with the provider.

Approved providers will be invited to this year's Title I Director's Meeting on September 7th to set up an information table. They will also be included in the Supplemental Services session to ensure that there is a common understanding of the process.

For more information visit our website at <http://www.cde.state.co.us/cdeunified/SuppServices.htm> or contact Laura Hensinger at (303) 866-6675 or Hensinger_l@cde.state.co.us

CALENDAR OF EVENTS

August 8th – September 9th

Fall 2005 Training

English Language Acquisition Unit

The training will provide information on ELPA, Title III, Migrant Education and the new Colorado English Language Assessment. The free training will be from 9:30 a.m. - 4:30 p.m. in the following cities:

August 8	Denver
August 9	Pueblo
August 24	Grand Junction
August 26	Glenwood Springs
August 30	Sterling
September 9	Durango

For more information contact Morgan Cox at morgan_c@cde.state.co.us or (303) 866-6892.

August 10th

Sun Safety Training for Schools
Beaver Run Resort, Breckenridge

For more information contact Lisa Perry at perry_l@cde.state.co.us or (303) 866-6835.

August 12th

Charter School Grant Application Training
This training is required for any charter school applying for a grant during the 2005-2006 school year.

Cherry Creek Academy, Englewood
For more information contact Denise Mund at mund_d@cde.state.co.us or (303) 866-6740.

September 20th

New Principals' Seminar
Colorado Department of Education
State Board Room

For more information contact Ai Dam at dam_a@cde.state.co.us or (303) 866-6678.

September 27th

Gifted Education State Directors' Meeting
Radisson Hotel/Denver Southeast, Aurora
For more information contact Kathy Thurman at thurman_k@cde.state.co.us or (303) 866-6414.



- Schools with School Improvement Grants must submit their Year 2 plan to their Title I Liaison by August 1st.
- Consolidated Applications with an approved extension must be submitted by August 19th.
- Districts with schools on improvement must submit to CDE either by mail (Attn: Laura Hensinger at new address) or fax [(303) 866-6637] a signed copy of each school's Public Choice letter by August 15th.

SAVE THE DATE

The annual fall Title I Director's Meeting will be held on Wednesday, September 7th, at the Renaissance Hotel in Denver. The purpose of this meeting is to provide those individuals charged with oversight of Title I with timely information related to the 2005-2006 school year, as well as anticipated future projects. Session topics for breakouts will include: Program Improvement, Supplemental Services, School Improvement Grant/School Support Team, Monitoring, Evaluation of Consolidated Application, Highly Qualified Teachers and Paraprofessionals, and NCLB School Improvement. The last session of the afternoon will be a general help session for districts looking for assistance with their Consolidated Application, electronic budget and/or AYP status. There will be an early morning session for new Title I directors. Most folks who attended this session last year found it helpful, so please encourage anyone that you know who is new to Title I to sign up for this pre-session.

A complete agenda for the meeting, as well as registration information can be found at <http://www.cde.state.co.us/cdeedcon/index.htm>. Follow the link for the September dates. Please register for the meeting as soon as possible, since an accurate count is needed for meals. For more information, contact Clara Algine at algine_c@cde.state.co.us or Trish Boland at boland_t@cde.state.co.us.



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status to parents of each student enrolled in a district identified for Program Improvement. The information must be provided directly through regular mail, e-mail or may be sent home with the students, as well as indirectly using the Internet, media or public agencies.

The notification will be written by CDE in a language easily understood by parents. After final determinations have been made, a form will be sent to identified districts to determine how CDE and the district will work together to notify parents of the district's improvement status. Contact Brad Bylsma at (303) 866-6937 or bylsma_b@cde.state.co.us with any further questions.

Consolidated Applications

The deadline for submitting the Consolidated Application has come and gone. For districts that requested an extension, the due date for completed applications is August 19, 2005. Applications will not be accepted after this date. CDE will assume that districts who have not submitted an application by August 19th will be declining funds. Any district that is declining funds must submit Section B (p. 2) of the application indicating their decision.

Approval Process

Applications are read on a first come, first served basis. A team of readers representing each of the Titles in the application reviews and submits any required modifications to the comment log. Each Thursday, the team meets to review the application and grant final, substantial or no approval. If the team is unable to grant approval, then a representative of the team will immediately contact the district so that the necessary steps can be taken to give substantial approval.

When an application receives substantial approval the district's Authorized Representative and Application Coordinator will receive an email stating that substantial approval has been granted along with a link to view the "Comment Log" online at <http://www.cde.state.co.us/cdeunified/conAppChk/index.asp>. The comment log will include all of the information needed in order to grant final approval. The approval system can only be viewed by district staff that have a password. Passwords were distributed by email on July 13th the contacts listed in the application.

After receiving the comment log, districts will have 30 days to submit modifications. Districts should make corrections for all programs to the district's copy of the application and resubmit one complete modified application to consolidatedrevisions@cde.state.co.us. The appropriate Title programs will review modifications and return either a final approval or a request for additional information within 30 days. The sooner modifications are received, the sooner we can give final approval.

For questions regarding the application review process, please contact Gina Salazar at (303) 866-6842 or Salazar_g@cde.state.co.us.



What can a district, school or parent do when there is an unresolved issue concerning a federal program?

Anyone who believes that an LEA, a subgrantee, or the State has violated a federal statute, regulation, or interpretive rule may file a complaint with the Consolidated Federal Programs Unit. The department's federal program complaint procedure covers Title I, Part A; Title II, Part A; Title II, Part D; Title III; Title IV, Part A; Title V, Part A; and Title VI, Part B.

The person/group with the grievance needs to follow the directives laid out on Colorado's Federal Program Complaint Procedure form. Essentially, this means explaining the grievance, which statute or regulation has been violated, and what relief is being sought. The State reviews the complaint and resolves it, in most cases, within 60 business days of filing. The complaint procedure at:

<http://www.cde.state.co.us/cdeunified/consapp.htm>

Good News for Schools on Improvement

Schools identified for improvement are eligible for the School Improvement Grant. To receive these funds, schools must commit to 1) an external review by one of CDE's School Support Teams (SST); and 2) develop a school improvement plan that incorporates the major areas of need as determined by the School Support Team review.

The funding for this grant will be disseminated in two parts. An initial \$50,000 will be granted to each school to fund an SST review and any costs associated with the review. A School Improvement Implementation Grant ranging from \$50,000 to \$100,000 will be awarded to each school in August 2006, after a school improvement plan has been submitted and approved by CDE. If your district has eligible schools, contact Laura Hensinger at Hensinger_l@cde.state.co.us or (303) 866-6675. More information will also be available during the School Improvement Grant and School Support Team session at the Title I Director's Meeting.



AYP 2005

It's hard to believe that it's almost time for another AYP release. CDE is planning for AYP to be accessible on August 11th through the Automated Data Exchange. As soon as we have validated the determinations ourselves, and with a few districts as well, we will send an email notifying you that ADE is open. Districts will have a month from that date to access and work in the system.

Meanwhile, if you just cannot wait to calculate AYP determinations for your school or district, you can use your CSAP and CSAPA data files to calculate AYP on your own, following the AYP Data Elements 2005 document. If you need a copy of this document, please e-mail Alyssa Pearson (pearson_a@cde.state.co.us).

Also, if you do not know who your district AYP ADE Respondent is, or you know your AYP ADE Respondent has left the district, please complete the AYP ADE Respondent form located at <http://www.cde.state.co.us/ayp>. This form assigns a login and password for an individual district respondent who will have access to the AYP data on ADE. Without a respondent, your district will not be able to access your AYP data. The respondent form requires the district's Superintendent's signature.

Lastly, CDE is trying to finalize the 2005 AYP Appeals guidelines. CDE is waiting for written final approval from the USDE for an appeal for students with disabilities. CDE applied to the USDE for schools and districts to be able to appeal their AYP determination if the sole reason why the school/district was not making AYP was because of performance targets for students with disabilities. If the subgroup makes 2004 targets, but not 2005 targets, the school/district would be able to appeal the determination. This flexibility is being allowed while the state investigates creating modified achievement standards and a modified assessment, in addition to CSAPA, for students with disabilities. CDE has received verbal approval from the USDE, but has not yet received written approval. Once written approval is received, the 2005 AYP Appeals document will be disseminated via email.

For any other questions, contact Alyssa Pearson at pearson_a@cde.state.co.us.

CONGRATULATIONS 2005 DISTINGUISHED TITLE I SCHOOLS

Each year the Colorado Department of Education has the privilege of honoring a Title I school in each of Colorado's eight regions that have either been successful in closing the achievement gap or have made significant gains in reading and/or math. Each school will be recognized in their community and awarded \$5,000. CDE would like to congratulate the following schools for achieving such a wonderful honor:

Northeast Region

Flagler Elementary School

Arriba-Flagler Consolidated School District 20

Metro Region

Pleasant View Elementary

Jefferson County School District

Southeast Region

Crowley County Junior High School

Crowley County School District RE-1J

Pikes Peak Region

Somerlid Elementary

Pueblo School District 60

Northwest Region

Silverheels Middle School

Park County School District RE-2

Southwest Region

Mesa Elementary School

Montezuma-Cortez School District RE-1

West Central Region

Cedaredge Elementary School

Delta County School District 50J

North Central Region

Gilcrest Elementary School

Weld County School District RE-1



Colorado Department of Education
Office of Special Services
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Denver, CO 80202-5149



Did you miss the last Buzz? Visit www.cde.state.co.us 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