



**JEFFCO**  
PUBLIC SCHOOLS

*Building Bright Futures*

# Title I

Supplemental  
Educational Service Training

January 12, 2012

*The main purpose of supplemental educational services is to:*

- increase the academic achievement in reading/language arts or mathematics of eligible students as measured by the State's assessment system and;*
- enable these children to attain proficiency in meeting the State academic achievement standards.*

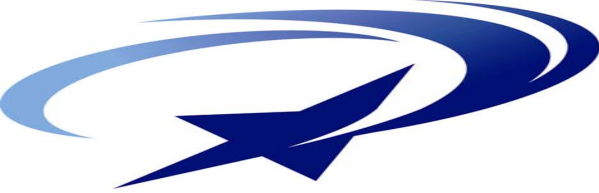


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## Agenda:

- Introductions
- Approved and Contracted Vendors
- Identified Schools, Students and Calendar
- Student Identification and Enrollment (SLP and SSR)
- Invoicing
- Code of Ethics and Jeffco SES Policy



# JEFFCO

## PUBLIC SCHOOLS

*Building Bright Futures*

### Contract Information

**Barbara Ruley**

**303-982-6757**

[bruley@jeffco.k12.co.us](mailto:bruley@jeffco.k12.co.us)

### Invoicing Information

**Linda Wright**

**303-982-6597**

[llwright@jeffco.k12.co.us](mailto:llwright@jeffco.k12.co.us)

Providing Tutoring Services  
to Eligible Title I Students

### Program Overview and Vendor Coordination

**Sheree Conyers**

**303-982-0830**

[sconyers@jeffco.k12.co.us](mailto:sconyers@jeffco.k12.co.us)

### SLP and SSR

**Adriana Hernandez**

**303-982-6708**

[ahernand@jeffco.k12.co.us](mailto:ahernand@jeffco.k12.co.us)

### Title I Director

**Linda Reyes-Quinonez**

**303-982-7397**

[lreyesqu@jeffco.k12.co.us](mailto:lreyesqu@jeffco.k12.co.us)



# Jeffco Title I Schools on School Improvement

SCHOOL NAME	PRINCIPAL	SCHOOL ADDRESS
<b>O'Connell MS</b> <b>303-982-8370</b>	<b>Marc Nestorick</b>	<b>1275 S. Teller Place</b> <b>Lakewood, CO 80232</b>
<b>Foster Elementary</b> <b>303-982-1680</b>	<b>Leigh Hiester</b>	<b>5300 Saulsbury Court</b> <b>Arvada , CO 80002</b>
<b>Pleasant View Elementary</b> <b>303-982-5921</b>	<b>Janace Fischer</b>	<b>15920 W. 10<sup>th</sup> Ave.</b> <b>Golden, CO 80401</b>
<b>Eiber Elementary</b> <b>303-982-6406</b>	<b>Stacy Bedell</b>	<b>1385 Independence St.</b> <b>Lakewood, CO 80215</b>
<b>Molholm Elementary</b> <b>303-982-6240</b>	<b>John D'Orazio</b>	<b>6000 W. 9<sup>th</sup> Ave.</b> <b>Lakewood, CO 80214</b>
<b>Swanson Elementary</b> <b>303-982-0891</b>	<b>Carla Endsley</b>	<b>6055 West 68<sup>th</sup> Ave.</b> <b>Arvada, CO 80003</b>

# Eligible Students for Second Window Tutoring

We have identified **1,542** students.

Question:

How will WE be sure that all students that apply receive services?





# Jeffco 2011-2012 Teacher District Calendar

[http://www.jeffcopublicschools.org/c  
alendar/index.html](http://www.jeffcopublicschools.org/calendar/index.html)

# TUTORING DATES TO REMEMBER

- TCAP: February 22 -23: 3<sup>rd</sup> Grade Reading
- TCAP: March 5 - 16
- March 26 – April 2: No school
- May 30: Last day of school

Barb Ruley  
Jeffco Purchasing Agent  
Contract Questions  
[bruley@jeffco.k12.co.us](mailto:bruley@jeffco.k12.co.us)  
303-982-6757





# JEFFCO

## PUBLIC SCHOOLS

*Building Bright Futures*

### CDE Approved Vendor

- Successful RFP
- Vendor requested Jeffco as a District site
- Name, description on CDE website

### Jeffco Contracted Vendor

Be in compliance with:

- Agreement
- General Liability
- Professional Liability
- Workmen's Compensation
- Criminal Record's check

Adriana Hernandez  
SLP and SSR Questions  
[ahernand@jeffco.k12.co.us](mailto:ahernand@jeffco.k12.co.us)

303-982-6708





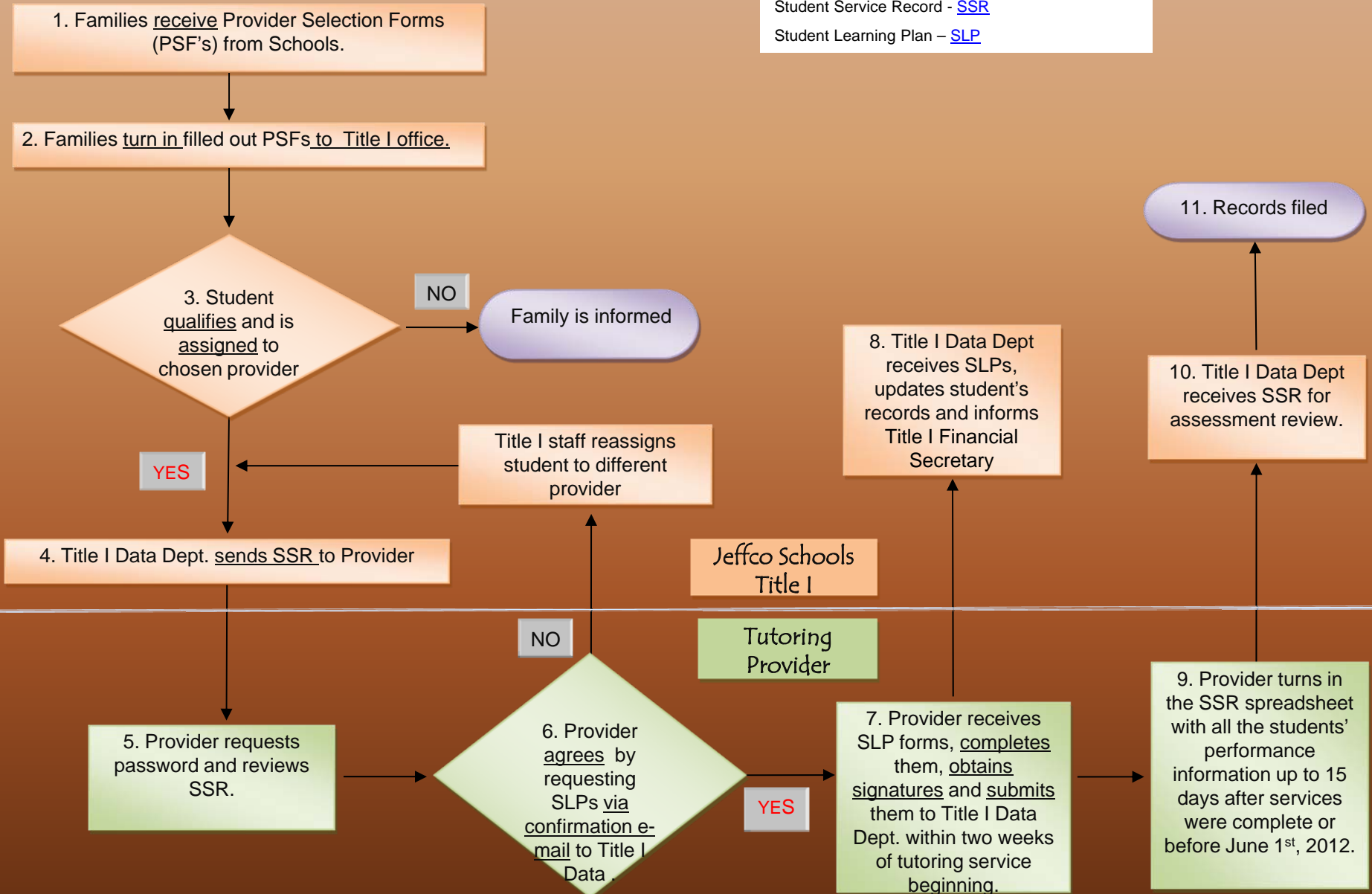
# Student Identification and Enrollment

- Process Flow Chart & Title I Forms/ Documents
- Providers' Check List
- SES Parent Survey

# Student Identification and Enrollment Process Data Flow

## Forms

Provider Selection Form - [PSF](#)  
Student Service Record - [SSR](#)  
Student Learning Plan - [SLP](#)



## 2010-2011 SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDER SERVICE PROCESS CHECK LIST

### Chronological Checklist:

- Received Student Service Records ([SSR](#)) spread sheet.
- Requested SSR password
- Reviewed and approved SSR student list. (If unable to provide services to students, inform Jeffco Title I Data Department via e-mail ASAP so students may be reassigned.)
- Requested Students Learning Plans ([SLP](#)).
- Ensure that all SLP's are completed, signed and dated by parents and provider. (Incomplete SLPs will not be processed that includes students with missing SLPs)
- SLP's sent to Jeffco Title I Data Department within two weeks of start date for tutoring services. (via e-mail as PDF document to [ahernand@jeffco.k12.co.us](mailto:ahernand@jeffco.k12.co.us) or via regular mail to 1829 Denver West Drive Bldg 27, Golden CO 80401)
- Inform Jeffco Title I Data Department of dropouts within two week of incident.
- Registered students' tutoring performance information in the SSR.
- Sent SSR via e-mail to Jeffco Title I Data Department within two weeks of last session or before June 1<sup>st</sup>, 2012
- Received SSR e-mail confirmation from Jeffco Title I Data Department.

**FINAL Deadline to submit all completed SSR is Friday June 1<sup>st</sup>, 2012**

Title I Parent Survey for SES Free Tutoring

This is one tool the district uses to help track the effectiveness of tutoring for students.

Tutoring Services Rated on a scale from 1 to 5  
Spring 2012

Tutoring Provider: \_\_\_\_\_

Date: \_\_\_\_\_

Please check one (v) per row	Poor (1)	(2)	Average (3)	(4)	Outstanding (5)
Family contacted in a timely manner by provider					
Accessible communication with provider (contact information, bilingual staff, etc.)					
Student Learning Plan clearly explained by provider					
Opportunity to ask questions & receive clarification					
Tutoring setting met child's needs					
Tutoring schedule met family's needs					
Number of sessions were sufficient					
Content was relevant					
Materials (Books, Handouts, on-line materials, etc.) met child's needs					
Tutoring Service Provided (Overall)					

We would appreciate a written comment about tutoring services received by your student:

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Your feedback is important and confidential.

Thank you for your support.

Please return to your school by May 1st of 2012. School sites should pony it to the Title I Office.

# Linda Wright Invoicing & Questions

[llwright@jeffco.k12.co.us](mailto:llwright@jeffco.k12.co.us)

1829 Denver West Dr., Bldg. 27  
Golden, Colorado 80401  
303-982-6597



Mail an ORIGINAL Invoice on company letterhead with the following information:

Invoice date

“Remit to” address

Dates of Service

Description of Service (location of tutoring, number of hours, etc.)

Total amount of reimbursement

# ABC COMPANY LETTERHEAD

**Remit to:**

ABC Company

Address

City, State, Zip

Phone:

**Date:****Invoice #:****Bill to:**

Linda Wright, Title I

Jefferson County Public Schools

1829 Denver West Dr., Bldg. 27

Golden, CO 80401-0001

**Dates of Service:**

Description of Service	Hours	Rate	Amount Due
Total SES tutoring hours provided on site at Molholm Elementary and Pleasant View Elementary.	65	\$52.99	\$3,444.35
Total SES tutoring hours provided online for Molholm Elementary and O'Connell Middle School.	15	\$43.50	\$652.50
Total SES tutoring hours provided for in-home services.	10	22.50	\$225.00
<b>TOTAL DUE:</b>			<b>\$4321.85</b>

# CHANGES TO INVOICING FOR 2<sup>ND</sup> SEMESTER

Jeffco can reimburse providers for pre and post-assessment hours providing these hours are within the hours contracted with CDE and providing they do not exceed Jeffco's per pupil allocation.



You no longer have to submit attendance sheets with your invoices. We are requesting instead that you submit a spreadsheet listing the following student information:

- SLP number
- School Name
- Student Last Name
- Student First Name
- Total Hours Approved in Contract with CDE
- Hours for Time Period
- Total Hours of Tutoring to Date
- Number of Billable Hours
- Number of Non-Billable Hours To-Date



Monthly billing to Jeffco office BY:

**15<sup>th</sup> of every month**

Jeffco's payment terms are net 30



PLEASE: Do not email invoices  
Send only originals

FINAL INVOICES DUE  
TO THE TITLE I OFFICE  
BY: June 15<sup>th</sup>, 2012  
**NO EXCEPTIONS**



# CODE OF ETHICS

- Providers may not sign up students without prior notification from the district. Only the district can determine eligibility of students for SES and communicate to parents the eligibility of their children to participate in SES Services.
- Providers must **not offer or advertise economic incentives or gratuities of any kind** to *potential parents or potential students to solicit them to select the provider for SES*. In the course of instruction, providers may offer incentives or rewards of negligible value (e.g., pencils, balloons, magnets).
- Providers must comply with district policy(ies) when distributing enrollment forms to parents. Only district enrollment forms can be distributed to parents.
- Providers that intend to use a school site must obtain a letter of agreement or facility usage contract between the provider and the district stating that if chosen by parents, there will be space available in the building. Such agreements must be sent to CDE upon request.

\*Note: Building usage is contingent upon other planned activities scheduled in schools.

