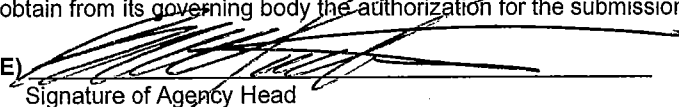


FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION			TAPS: 1. 12A048
<p>Please return to:</p> <p>Florida Department of Education Office of Grants Management Room 332, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496</p>	<p><b>A) Name and Address of Eligible Applicant:</b></p> <p style="text-align: center;">Clay County District School Board 900 WALNUT ST GREEN COVE SPRINGS, FL 32043</p>	<p><b>DOE USE ONLY</b></p> <p>Date Received</p>	
<b>B) Applicant Contact Information</b>			
Contact Name: Dewitt Lewis, Jr.		Telephone Number: 904-529-4927 Ext:	
Mailing Address: 23 South Green St. Green Cove Springs, FL		Fax Number: 904-529-4825	
E-mail Address: dlewis@mail.clay.k12.fl.us			
<b>Programs</b>			
<b>C) Program Name:</b>	<b>Project Number: (DOE Assigned):</b>	<b>D) Total Funds Requested:</b>	<b>Total Approved Funds (DOE USE ONLY):</b>
1. Title I, Part A: School Choice with Transportation & SES 2011-2012	100-2222A-2CB01	\$806,647.00	
<b>CERTIFICATION</b>			
<p>I, <u>Ben Wortham</u> do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.</p>			
<p>E)  Signature of Agency Head</p>			

DOE 100



Dr. Eric J. Smith, Commissioner

**Title I Part A** [Grant Application Menu](#)You are logged in as **Clay County  
District School Board.**[logout](#)

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Please enter data for each of the following sections. When you have completed all sections, click on the "Application Complete" link at the bottom of this page to submit final data to DOE. checkmark indicates that section has some data entered.

[Budget Summary](#)✓ [LEA Requirements for NCLB Public School Choice Options](#)**NCLB Public School Choice Options**✓ **[Section 1](#)**

NCLB Public School Choice Options Funds

✓ **[Section 2](#)**

Notification to Parents Regarding Supplemental Educational Services (SES), Public School Choice (PSC), and the School Status

✓ **[Section 3](#)**

LEA/Provider Contract and SLP

[---Edit Budget](#)[---Edit DOE 100 Form](#)[---Print Budget](#)[---Print DOE 100 Form](#)[---Printer friendly format of your data](#)**Final****[Application Complete. Send notice to DOE.](#)**

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To locate the Program Specialist responsible for reviewing your application click [Program Staff Review Assignments](#) or contact the program office at (850) 245-0479.

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM -  
Title I, Part A: School Choice with Transportation & SES 2011-2012**

A) NAME OF ELIGIBLE RECIPIENT: Clay County District School Board  
B) Project Number (DOE USE ONLY): 100-2222A-2CB01

E) TAPS Number 12A048
-----------------------------

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3	Printing and outsource mailing service for CWT and SES	6150	390	<u>Other Purchased Services</u> OTHER PURCHASED SERVICES Other Purchased Services	0.000	\$6,300.00
4	Envelopes and copy paper for VWT and SES	6150	510	<u>Supplies</u> SUPPLIES supplies	0.000	\$816.00
5	Salary for CWT bus drivers	7800	160	<u>Other Support Personnel</u> OTHER SUPPORT PERSONNEL	3.000	\$46,368.00
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7	Social Security benefits for CWT bus drivers	7800	220	<u>Social Security</u> SOCIAL SECURITY Social Security	0.000	\$4,896.00
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9	Diesel fuel for CWT buses	7800	460	<u>Diesel Fuel</u> DIESEAL FUEL Diesel fuel	0.000	\$106,422.00
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11	Repair parts for CWT buses	7800	560	<u>Tires and Tubes</u> TIRES AND TUBES Tires and tubes	0.000	\$15,000.00
<b>Totals:</b>					<b>3.000</b>	<b>\$806,647.00</b>

DOE 101



Dr. Eric J. Smith, Commissioner

**Clay County District School Board**

**NCLB Public School Choice Options - Section 1**

20% of the Total LEA Title I, Part A Allocation: \$ 806,647.00

NCLB Public School Choice funding option your district is using:

- Only Title I Funds

**NCLB Public School Choice Options Funded Only by Title I Funds**

Total combined funds allocated via (3), (7) and (9) must be equal to (5). Please fill in the amounts that the LEA will use to provide public school choice (PSC/SES).

	(1) 20% of Total LEA Title I Allocation	(2) Maximum Amount Available for Outreach 1% of (1)	(3) LEA Input for Outreach (n<=1%)	(4) LEA Input for Estimated Roll Forward (See DOE100A section C)	(5) Total Amount used for SES/PSC (1)+(4)	(6) Required Amount for PSC (5%)	(7) LEA Input for PSC	(8) Required Amount for SES (5%)	(9) LEA Input for SES
Title I Funds	806,647	8,066	8,066.00	0.00	806,647	201,662	201,662.00	201,662	596,919.00

## NCLB Public School Choice Options - Section 2

### Notification to Parents Regarding Supplemental Educational Services (SES), Public School Choice (PSC), and the School Status

#### Application Regarding Parent Notification

- Ⓒ Regular Post-AYP Parent Notification of NCLB School Choice Options  
(for LEAs not participating in Early Parent Notification)

1. Outline the specific process that the LEA will use to notify the parents of all eligible students, in an understandable language, of the availability of SES and how the LEA will ensure that the SES notification is clearly distinguishable from other information regarding school improvement. (Clearly distinguishable does not mean separate notice.)

**Response:** *In August, prior to the start of school, parents of eligible students in schools identified as in need of improvement for one or more consecutive years will receive a letter in the mail describing the supplemental services that will be offered during the school year, including the benefits of receiving such services. The mailing will contain a directory with a description of each provider, an application form and directions for applying for free tutoring. Letters will be available in Spanish, and translation services will be available upon request for speakers of other languages. An automated phone network will make calls notifying parents about the initial mailing and will continue on a periodic basis as long as enrollment is open. If there are available tutoring spaces after the first placement ends, a second enrollment window will open. Backpack flyers containing the same information as the initial mailing will be distributed, outlining the procedure for applying for tutoring services. These notifications are separate from communications that describe other information about school improvement.*

2. Include timelines for notifying all eligible families, in a clear and concise manner, of SES both prior to and after the start of the school year.

**Response:** *The first announcement of SES information to parents is included in the Choice Options letter that is mailed in July upon receipt of each school's AYP status. A subsequent mailing, specific to SES information, to parents of students at eligible schools will be done 2 weeks prior to the start of school, 31 days prior to the deadline for enrollment. Provider Fairs will occur during the week before school starts. If there are any tutoring spaces remaining after the first placement on September 9, backpack flyers will be sent home advertising the services. Enrollment packets will be available in each school's front office as well as through the district office and online.*

3. Include a clear description of the process and procedure established to enable parents to communicate their choice (at least two weeks).

**Response:** *SES On-Site Facilitators at each school will assist in getting information out to all eligible students and will facilitate the application process. Providers Fairs will be held at each eligible school during the week before school starts to allow parents to interview providers. Translation services are available at some schools or through the district office. Information will be made available on the LEA website and local community television Channel 29. Parents are encouraged to sign up for tutoring services as soon as possible, as the district has had to prioritize tutoring services in the past.*

4. Describe how the LEA will streamline the parent enrollment and provider selection process for SES to enable students to begin receiving services by October 15.

**Response:** *The enrollment process is streamlined by making the enrollment forms available on-line, in mailings and backpacks, and at the school site. Parents can mail, fax, or deliver the enrollment forms to the school or district SES office. The initial deadline for enrollment allows providers more than five (5) weeks to accomplish all tasks necessary to begin tutoring. If a second enrollment window is necessary, the placement date will be at least 20 days before October 15, no later than September 25.*

5. Describe how the LEA will make SES enrollment forms/applications widely available to the parents of eligible students and providers.

**Response:** *Enrollment forms will be included with the initial mailing and will be available on the LEA website*

and in each school's front office. Enrollment forms will be available at provider fairs and will be included with all backpack flyers.

6. Describe the process for notifying parents of any subsequent enrollment periods, in case funds remain after the first enrollment period.

**Response:** Backpack flyers will be sent home advertising services and an automated phone network call will be made.

7. Provide a clear description of the process and procedure established to prioritize SES if demand exceeds funds.

**Response:** The LEA uses a web-based enrollment system to place students and notify providers of students placed with their companies. If the number of applications exceeds available funds, students will be enrolled in groups composed of high need students until all tutoring spaces are filled. If spaces are filled before a complete group is enrolled, priority will be given to the students with the lowest test scores. Groups will be enrolled in the following order: a. Grade 3 students who were retained or are below grade level on district based assessments; b. Grades 4-6 students who scored at Level 1 on FCAT; c. Grades 4-6 students who scored at Level 2 on FCAT; d. Grade 2 students below grade level on district based assessments; e. Grade 1 students below grade level on district based assessments; f. Kindergarten students below grade level on district based assessments.

8. Address any additional communications to parents related to SES.

**Response:** SES tutoring services will be advertised in Mark of Excellence, a district-specific periodic supplement to the local newspaper, as well as in local church bulletins, daycare centers, public libraries and other local gathering spots.

9. Outline a specific process that the LEA will use to notify parents at an appropriate and reasonable time of their options pursuant to NCLB Public School Choice Options (Parents must be notified no later than 14 calendar days prior to the start of school).

**Response:** The LEA will communicate with parents regarding the status of the schools and choice options through several methods. A letter will be sent in July to the home of each student in a Title I school reporting the status of the school with regard to Adequate Yearly Progress, the School Improvement designation, comparison to other schools and the parents' options to transfer to a different school or remain in the home school with free tutoring (SES) services, if eligible. This letter is mailed immediately upon receipt of AYP designations. Letters are available in Spanish and a translator is available, if needed. Information is available on the LEA website, in local newspapers, and on community television Channel 29. Parents wishing to transfer their child to another school have at least 15 days to reply.

10. Provide a clear description of the process and procedure established to enable parents to communicate their options for public school choice (at least two weeks).

**Response:** Parents wishing to transfer their child to another school have 15 days to reply. The LEA confirms receipt of parental choice through a phone call to the home. This call also relays information about the bus route, as well as the time and location at which the student will meet the bus and be returned. Phone calls are also attempted to the homes of students whose letters have been returned without delivery to confirm either choice or change of address.

11. Provide a clear description of the process and procedure established to prioritize public school choice if demand exceeds funds.

**Response:** If demand for choice exceeds funds, approval of school choice transfers will be prioritized as follows: a. Grade 3 students who were retained or are below grade level on district based assessments; b. Grades 4-6 students who scored at Level 1 on FCAT; c. Grades 4-6 students who scored at Level 2 on FCAT; d. Grade 2 students below grade level on district based assessments; e. Grade 1 students below grade level on district based assessments; f. Kindergarten students below grade level on district based assessments.

12. Provide the direct link to the LEA's website listing the number of students eligible for and participating in SES beginning with the 2007-2008 school year.

**Response:** [http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_585\\_1&url=/webapps/blackboard/execute/courseMain%3Fcourse\\_id%3D\\_55972\\_1](http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_585_1&url=/webapps/blackboard/execute/courseMain%3Fcourse_id%3D_55972_1) Click on Free Tutoring, scroll to Reporting Requirements

13. Provide the direct link to the LEA's website listing the number of students eligible for and participating in PSC beginning with the 2007-2008 school year.

**Response:** [http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_585\\_1&url=/webapps/blackboard/execute/courseMain%3Fcourse\\_id%3D\\_55972\\_1](http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_585_1&url=/webapps/blackboard/execute/courseMain%3Fcourse_id%3D_55972_1) Click on Free Tutoring, scroll to Reporting Requirements

14. Provide the direct link to the LEAs website listing of the 2011-2012 SES Providers approved to serve the LEA and location where services are provided.

**Response:** [http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_585\\_1&url=/webapps/blackboard/execute/courseMain%3Fcourse\\_id%3D\\_55972\\_1](http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_585_1&url=/webapps/blackboard/execute/courseMain%3Fcourse_id%3D_55972_1) Click on Free Tutoring, scroll to Reporting Requirements

15. Provide the direct link to the LEA's website listing the eligible receiver schools for the 2011-2012 school year.

**Response:** [http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab\\_tab\\_group\\_id=\\_585\\_1&url=/webapps/blackboard/execute/courseMain%3Fcourse\\_id%3D\\_55972\\_1](http://clayschools.blackboard.com/webapps/portal/frameset.jsp?tab_tab_group_id=_585_1&url=/webapps/blackboard/execute/courseMain%3Fcourse_id%3D_55972_1) Click on Free Tutoring, scroll to Reporting Requirements

**LEAs are required to upload documents listed below**  
**SINI Status (Please check all that apply):**

- SINI 1 School(s) in LEA  
 SINI 2+ School(s) in the LEA

**LEAs are required to upload documents listed below**

**2011-2012 SES Parent Notification Letter (required)**

File 1: [SchoolChoice\\_File1.doc](#)

**2011-2012 SES Provider Directory (required)**

File 2: [SchoolChoice\\_File2.doc](#)

**2011-2012 SES Enrollment Form (required)**

File 3: [SchoolChoice\\_File3.doc](#)

**Samples of Other Communications Related to SES (optional)**

File 4: [SchoolChoice\\_File4.doc](#)

**2011-2012 Post-AYP Parent Notification Letter (required)**

File 5: [SchoolChoice\\_File5.doc](#)

**2011-2012 Choice Enrollment Form (required)**

File 6: [SchoolChoice\\_File6.doc](#)

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### LEA/Provider Contract and SLP - Section 3

1. Describe the process for the development and implementation of the contract.

**Response:** *In April the SES Contract was revised in collaboration with the School Board Attorney and the Director of Purchasing. Certified letters were sent on May 25 to all approved providers soliciting their intent to provide services in Clay County. Contracts will be mailed to all providers who indicate the intent to provide services. Providers who submit contracts, tax forms and insurance documents by a July deadline will attend a mandatory organizational meeting in July to acquaint them with district policies and procedures for SES. A workshop will be held on the same day to provide detailed information on training tutors, assessment, and the use of the web-based system, including how to choose specific and measurable goals from a prepopulated list.*

2. Describe timelines and the process of the development and implementation of the SLP (including the development of specific and measurable goals).

**Response:** *Placement, prioritized if needed, will be initiated in early September. Providers will be notified immediately, via our web-based service, which students have been placed with their companies. Parent contact information, student demographic information, and some district assessment data are provided at this time. Providers contact parents to arrange for preliminary assessments and contact school-based SES On-Site Facilitators to obtain any additional district assessment data. Providers work collaboratively with parents to develop goals that reflect student academic need. Specific and measurable goals, based on the Next Generation Sunshine State Standards and benchmarks, are prepopulated in the web-based system, in order that providers and parents can choose appropriate goals. Student Learning Plans are submitted to the district via the web-based system. The School Improvement Specialist reviews and approves/denies the plans. When approval is received via the web-based system, providers arrange for a start date with parents and the on-site facilitators.*

3. Provide the LEA's timelines, due dates, and procedures for ensuring students will begin receiving SES by October 15th.

**Response:** *The mandatory organizational meeting and training will be held July 14, which is the last day to submit contracts with all appropriate documents. SES Parent notification letters will be mailed August 2. Provider Fairs will be held at each school August 12 and 15. The initial enrollment period closes on September 2. Initial placement will occur no later than September 9. SES Information packets will be available in each school's front office as well as at the district office and online. A second placement, if necessary, will occur no later than September 25, 20 days prior to the October 15 deadline for the start of tutoring.*

4. Describe the contractual requirements that ensure SES providers inform each student's parent(s) and teacher(s) of the student's progress.

**Response:** *The contract "requires PROVIDER to develop, in consultation with parents (PROVIDER chosen by parents), a statement of specific achievement goals for the student described in the SES Student Learning Plan (SLP), how the student's progress will be measured, and a timetable for improving achievement". The contract also "requires a description of how the student's parents and teacher or teachers will be regularly informed of the student's progress. Such progress will be reported, at a minimum, after every six hours of tutoring". The contract includes a provision for termination of the contract if the provider is unable to meet the terms and timetables.*

5. Describe the process for implementing a fair and uniform policy for prioritizing the use of school facilities, allowing SES providers access to school facilities in the same manner as other organizations, and for charging reasonable facility rental fees.

**Response:** *The policy is consistent with School Board policy for all organizations requesting use of school facilities. At the mandatory organizational meeting in July, providers are given information on facilities usage, including a contract to be signed by provider and school principal, fees for use of facilities and availability of classrooms and computer usage. No provider is denied use of classroom or media center space.*

6. Describe how the contract will contain a provision that prohibits a provider from disclosing any student identifiable



information.

**Response:** *The contract contains the following provision: All student records shall be kept in a secure location preventing access by unauthorized individuals. PROVIDER will maintain an access log delineating, date, time, agency, and identity of any individual accessing student records who is not in the direct employ of PROVIDER. PROVIDER agrees to provide access to and copies of student records to BOARD employees and/or the parents/guardians of district's students. PROVIDER shall not forward to any person other than parents/guardians, any student record without the written consent of the parent/guardian or BOARD employees. Upon completion of the SLP or termination of this Contract, the PROVIDER shall turn over to BOARD employees all student records for the District's eligible students to whom PROVIDER has rendered services under this Contract.*

7. Describe the process for making student performance data available to providers.

**Response:** *Providers access the district's web-based system as soon as students are placed with their companies. The district may upload some district assessment data into the system. Providers may contact each school's on-site facilitator for additional student performance data. This data may include, but is not limited to FCAT results, district-created benchmark assessments, FAIR and teacher-made progress data. Data can be transmitted by FAX or can be picked up at the school by the provider.*

8. Describe the process for documenting consultation between the LEA, SES provider, and parent if all three parties can not meet face to face to develop and sign the SLPs. (Note: An LEA's requirement to obtain a parent's signature on the SLP may not delay services to eligible students.)

**Response:** *Providers work collaboratively with parents to develop goals that reflect student academic need. Student Learning Plans are submitted to the district via the web-based system. The School Improvement Specialist reviews and approves/denies the plans. When approval is received via the web-based system, providers arrange for a start date with parents and the on-site facilitators. Tutoring may begin as soon as the district representative approves the SLP for content. Provider is responsible for securing the parent signature prior to invoicing for services. If the provider is unable to secure a signature and can document three valid attempts to contact parents by at least two different methods, the LEA will permit invoicing.*

**Upload the following 2011-2012 Contract and SLP requirements:**

**District/Provider Contract (required)**

File 1: [LeaContractFile1.pdf](#)

**Student Learning Plan (SLP) (required)**

File 2: [LeaContractFile2.doc](#)

**Resources:**

See Office of Public School Options' website at: <http://www.fldoe.org/flbпсо/>

**FLORIDA DEPARTMENT OF EDUCATION  
BUDGET DESCRIPTION FORM -  
Title I, Part A: School Choice with Transportation & SES 2011-2012**

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DOE 101



Dr. Eric J. Smith, Commissioner