

2009 SES Provider Workshop

Getting Started by October 15

Joshua Abbott

Thursday, July 30, 2009

# Overview

- Introduction
- Federal and State Requirements
- Key Points
- District Workplan
- Provider Workplan
- Next Steps

# Federal and State Requirements Related to SES

- No Child Left Behind, Section 1116
- Section 1008.331, Florida Statutes
- Florida State Board Rule 6A-1.039, FAC

# NCLB Requires School Districts to:

- Notify parents of eligible students
- Facilitate services
- Enter into agreement with state-approved providers

# NCLB Requires State-Approved SES Providers to:

- Report student progress
- Maintain secular content
- Align instruction with state and local standards

## Section 1008.331, Florida Statutes and SBE Rule 6A-1.039 FAC

- Requires school districts to create a streamlined process which enables eligible students to begin receiving services no later than October 15 of each school year.
- Requires state-approved SES providers to provide services to eligible students no later than October 15 of each school year.

# In Order to Begin Services On Time...

**Districts and Providers MUST work  
together!**

# Key Points

- Contract Management
- Recruiting, Hiring, and Training Staff
- Parent Outreach and Enrollment Process
- Knowledge of Schools, Parents, and District Policies and Procedures

# Getting Started:

A District and Provider Perspective

# Contract Management: Districts

- Identify providers approved for the district
- Determine which providers are willing to sign a contract
- Sign contracts and obtain school board approval
- Schedule provider information meetings (monthly or quarterly)

# Facility Usage: District

- Determine district policy regarding facility usage
- Provide forms and designate facility usage fees
- Define sign-in and sign-out procedures
- Facilitate facility usage agreements
- Develop policy if available facilities are not sufficient to meet request for space

# Facility Usage: Providers

- Know school and district policies related to facility usage
- Determine how much space is needed
- Develop a schedule
- Understand and follow the terms and conditions
- Remember, you are a guest!

# Invoicing: District Invoicing: District

- Schedule meeting and provide training regarding district business policies and procedures
- Provide training regarding web based management system
- Notify providers of any discrepancies related to billing within contract allotted time

# Invoicing: Providers

- Implement the district invoicing process to ensure accurate records and prompt payment
- Ensure staff is trained regarding district management system
- Understand what a complete, approvable invoice should look like
- Understand when to expect payment
- Provide training to staff regarding the billing and invoicing policies and practices

# Recruiting and Hiring Staff: Districts

- Hire or designate school site facilitators
- Facilitate teacher recruiting fairs for providers
- Create and require providers to require district employees hired by the provider to sign dual employment form
- Notify providers regarding district policies related to fingerprinting and background checks
- Facilitate process to verify qualifications of tutors

# Recruiting and Hiring Staff: Providers (cont)

- Participate in teacher recruiting fairs
- Facilitate fingerprinting and background checks for all staff who have access to school grounds, direct contact with students, or access to school funds
- Require staff to sign employment contract
- Hire or designate local oversight (regional/district) management

# Staff Development: Districts

- Provide training for school administrators and site facilitators
- Schedule meetings for providers to provide guidance and training related to SES and district policies
- Conduct training for providers related to SLPs

# Staff Development: Providers

- Develop orientation and training programs
- Conduct intensive training regarding company policies and procedures, curriculum, and instructional strategies consistent with approved application
- Design and implement plan for efficient development of SLPs
- Identify strategies for obtaining parent signatures on SLPs

# Knowing Your Schools: Districts

- Provide access to school improvement plans
- Share school and district data related to student performance
- Facilitate partnership between school administrators and parents
- Provide training and information related to SES to school administrators to ensure SES is considered a strategy for comprehensive school improvement

# Knowing Your Schools: Providers

- Know the students, parents, and communities you serve and their specific needs
- Review school improvement plans
- Review school and district student performance data
- Collaborate with school administrators in comprehensive school improvement efforts consistent with school improvement plans

# Training Opportunities for Districts and Providers

- Student learning plans
- SMART goals
- Progress monitoring
- Materials

# Training Opportunities for Districts and Providers (cont)

- Sunshine State Standards
- Understanding FCAT and other local assessments
- Invoice and billing procedures
- Code of Ethics

# Enrollment: Districts

- Develop work plan related to parent notification and outreach
- Notify parents regarding SES before and after the first day of school
- Facilitate enrollment process to ensure parents have easy access to information and procedure to return enrollment forms
- Develop plan and procedure to prioritize students if demand for services exceeds available funds

# Enrollment: Providers

- Train all staff to comply with requirement that districts are responsible for enrolling students
- Monitor employees to ensure compliance with district marketing policies and contract

# Contact Information Contact Information

- Joshua Abbott, FDOE
  - (850) 245.7892
  - [Joshua.Abbott@fldoe.org](mailto:Joshua.Abbott@fldoe.org)