

**FLAGLER COUNTY SES AT A GLANCE  
2011-2012**

<p><b><u>DISTRICT CONTACT INFORMATION</u></b></p> <p>Flagler County Public Schools          Tammy Yorke, Coordinator of Federal Programs          1769 East Moody Boulevard, Bldg. 2          Bunnell, FL 32110          Phone: (386) 437-7526 ext. 3114          Fax: (386) 586-2351          Email: <a href="mailto:yorket@flaglerschools.com">yorket@flaglerschools.com</a></p> <p>Diane Demetriades, Title I/SES Office Specialist          Phone: (386) 437-7526 ext. 3123          Fax: (386) 586-2351          Email: <a href="mailto:demetriadesd@flaglerschools.com">demetriadesd@flaglerschools.com</a></p> <p>Website:  <a href="http://www.flaglerschools.com/content/ses-providers-information">http://www.flaglerschools.com/content/ses-providers-information</a></p>	<p><b><u>Dates to Remember</u></b></p> <p>7/20 SES Contracts Mailed &amp; Emailed to Providers          8/ 8 SES Contracts due in Title I Office          8/22 First Day of School for Students          8/30 Mandatory Provider Meeting 3:30 p.m. – 4:30 p.m.          Teacher Meet &amp; Greet (optional) 4:30 p.m. – 5:30 p.m.          9/1 Bunnell Elementary SES Provider Fair          4:30 p.m. – 6:30 p.m.          9/7 Rymfire Elementary SES Provider Fair          4:30 p.m. – 6:30 p.m.          9/8 Wadsworth Elementary SES Provider Fair          3:45 p.m. – 5:45 p.m.          9/9 SES Deadline for 1<sup>st</sup> Round Signups          9/9 Cayen Software Training (only 1 Employee from your Company should attend.) Providers need to respond to the calendar email invitation “accept” or “decline” in order to attend this training. Only those providers who are not familiar with Cayen should attend the training. Cayen has a manual for our district for you to download.          9/12 Student Contact Information Distributed to Providers          9/29 Provider Tutor Employees Meeting          4:00 p.m. – 5:00 p.m.          10/13 Rymfire Elementary SES Provider Fair          4:30 p.m. – 6:30 p.m.          10/15 on or before - Providers must begin tutoring students          10/15 Providers need to update attendance on Cayen for 1<sup>st</sup> round          10/17 Students who did not start on time will be reassigned to their next Provider choice.          10/27 Bunnell Elementary SES Provider Fair          4:30 p.m. – 6:30 p.m.          11/1 Wadsworth Elementary SES Provider Fair          3:45 p.m. – 5:45 p.m.          11/2 SES Deadline for 2<sup>nd</sup> Round Signups          11/3 Student Contact Information Distributed to Providers          12/8 on or before – Providers must begin tutoring students          12/8 Providers need to update attendance on Cayen for 2<sup>nd</sup> round          12/9 Students who did not start on time will be reassigned to their next Provider choice.          12/15 Additional students to Providers if allotted dollars remain.          5/31 Last day for SES tutoring.          6/8 Final invoice is due not post-marked.          6/15 Deadline to resubmit corrected billing for Final Invoice.</p>
<p><b><u>Mailing Address</u></b></p> <p>Flagler County Public Schools          Tammy Yorke, Coordinator of Federal Programs          P.O. Box 755          Bunnell, FL 32110</p>	
<p><b><u>Parent Liaisons for Eligible Schools</u></b></p> <p>Bunnell Elementary School          Jamie Lambert          Phone: (386) 437-7533          Email: <a href="mailto:lambertj@flaglerschools.com">lambertj@flaglerschools.com</a></p> <p>Rymfire Elementary School          Barry McDonald          Phone: (386) 206-4600          Email: <a href="mailto:mcdonaldb2@flaglerschools.com">mcdonaldb2@flaglerschools.com</a></p> <p>Wadsworth Elementary School          Tressa Landi          Phone: (386) 446-6720          Email: <a href="mailto:landit@flaglerschools.com">landit@flaglerschools.com</a></p> <p>Offsite &amp; Charter Schools          Cathy Thomas          Phone: (386) 437-7533          Email: <a href="mailto:thomasc@flaglerschools.com">thomasc@flaglerschools.com</a></p>	

### **Provider Staff Fingerprinting And Background Check**

- Any provider employee having access to students OR student data must be fingerprinted and background checked.
- Provider or employee will bear all costs associated with the process.
- Provider needs to submit a list of employees along with social security number separated in columns by District Employees and non-District Employees to Diane Demetriades by email: [demetriadesd@flaglerschools.com](mailto:demetriadesd@flaglerschools.com) or by fax: (386) 586-2351. If Provider employees have been fingerprinted in another district please include the district in which he/she received a Level II background screening.
- Current District employees do not have to be re-fingerprinted.
- Provider employees who do not work for District and have not completed the Level II Background screening need to go to the following district website to access the form  
<http://www.flaglerschools.com/media/documents/7807c03f-35b1-4480-853f-02aa06b49941.pdf>
- All provider employees must obtain a District Vendor ID Badge from our Human Resource Department once the employee has been cleared to work.
- All provider employees must wear their District Vendor ID Badge at all times when on Flagler County Schools campuses.

### **Renting Space at School Sites**

- Contact Cindy Kyska, Use of Facilities Office at (386) 437-7225 to complete a rental agreement for Bunnell Elementary, Rymfire Elementary, and Wadsworth Elementary.
- The Use of Facilities Office will find out if the principal has space for you.
- District computers will not be available for provider use.
- Payment of facility fees must be up to date for invoices to be paid.
- Use the room assigned by facilities – you may not tutor in a location that was not approved. If a room is unacceptable to you, please let the Facilities Department know and they will work on obtaining you a different room.
- Any changes in schedule must be approved by facilities.
- All paperwork must be done and complete before tutoring starts.

### **Renting Space at Charter Schools**

- Please contact Heritage Academy at (386) 586-7500 or Palm Harbor Academy at (386) 447-9692 for availability of renting space.
- Providers will be responsible for following the Charter Schools guidelines on renting space and payment of facilities.

### **Marketing Materials**

- Materials must be approved before distribution and submitted by August 8, 2011 along with Provider Contract.
- All marketing materials must have the disclaimer.

### **SLP's**

- Provider drop down boxes in Cayen are filled in by the provider and approved by the School Parent Liaison.
- Upon approval, provider will make arrangements with the parent liaison and the parent/guardian to sign the SLP.
- Provider will bring 4 original printed SLP's for meeting to sign the SLP. Parent liaisons do not have access to copiers.
- Original signed SLP's need to be given to the parent, provider, and parent liaison.
- Original signed SLP with signatures submitted to Title I office first time student appears on provider invoice.
- Tutoring may begin when SLP has been signed by parent, provider, and parent liaison and tutor has been approved by Title I office.

**Billing/Invoicing**

- Provider shall submit to the District hard copies of invoices by the 15<sup>th</sup> day of the month following services rendered.
- Provider will be notified by email if corrections need to be submitted and they will have a one time opportunity to make the necessary corrections within 10 school days after the date of the email.
- District will withhold payment if complete invoice documentation is not submitted by the deadline.
- Invoicing documents must be submitted to the District separated by school or center and alphabetically by student’s last name.
- Monthly Session Log which shall include a current list of tutors, the location of tutoring, and the students’ assigned to each tutor, are to be submitted with District’s monthly invoicing.

**Tutoring Limits**

- Provider shall limit tutoring to 2 hours per day and 6 hours per week.
- Tutoring may not start after 7:00 p.m.
- Class size: small group is 2-5 students per tutor and large group is 6-10 students per tutor.
- Tutors may only tutor in 1 subject during a scheduled session.

**Students Pick Up Locations**

- Provider must designate a location to meet students for tutoring. Company hired person must be there to meet and supervise until the tutor comes for the student. School staff is not responsible for supervision. Students may not be left in extended day unless requested to do so.

**Provider Fairs**

- Providers are required to attend all Provider Fairs.

**Schools Providing SES**

Bunnell Elementary School (Kg.-6<sup>th</sup>)  
305 North Palmetto Street  
Bunnell, FL 32110  
Principal: Richard Dupont  
Phone: (386) 437-7533  
School Times: 8:50 a.m. – 3:20 p.m.

Rymfire Elementary School (Kg.-6<sup>th</sup>)  
1425 Rymfire Drive  
Palm Coast, FL 32164  
Principal: Paula St. Francis  
Phone: (386) 446-6720  
School Times: 9:00 a.m. – 3:30 p.m.

Wadsworth Elementary School (Kg.-6<sup>th</sup>)  
4550 Belle Terre Parkway  
Palm Coast, FL 32137  
Principal: Robin Dupont  
Phone: (386) 446-6720  
School Times: 9:05 a.m. – 3:35 p.m.

Heritage Academy (Kg.-12<sup>th</sup>)  
201 W. Moody Blvd.  
Bunnell, FL 32110  
Principal: Nicole Richards  
Phone: (386) 586-7500  
School Times: 8:00 a.m. – 2:00 p.m.

Palm Harbor Academy (Kg.-6<sup>th</sup>)  
95 Old Kings Road North  
Palm Coast, FL 32127  
Principal: Dr. Hortense Evans  
Phone: (386) 447-9692  
School Times: 8:30 a.m. – 3:06 p.m.

**District Teachers Contracted Hours**

Elementary School Teachers-

Bunnell Elementary	8:20 a.m. – 3:35 p.m.
Wadsworth Elementary	8:30 a.m. – 3:45 p.m.
Rymfire Elementary	8:30 a.m. – 3:45 p.m.
Belle Terre Elementary	8:30 a.m. – 3:45 p.m.
Old Kings Elementary	8:35 a.m. – 3:50 p.m.

Middle School Teachers-

Buddy Taylor Middle School and Indian Trails Middle School	7:20 am. – 2:35 p.m.
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High School Teachers-

Flagler Palm Coast High School and Matanzas High School	7:00 a.m. – 2:15 p.m.
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