

# Memo

To: Program schools  
From: Jorge Garcia  
CC: Amy Schuttenberg; Ginger Farhar, Karen Daly, Ellen Miller-Brown, Deirdre Pilch, Peter Allen, Sandy Ripplinger  
Date: 8/20/2008  
Re: Title III Supplemental Funds

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We are setting aside Title III funds to support schools that have significant numbers of English learners and Immigrant children in their student body. These funds can only be used for supplemental support for English learners and Immigrant students.

Each school will receive a budget to support efforts that directly benefit English learners and Immigrant children. Allowable expenses include before or after school tutoring, additional Native Language Tutor time, family education or family engagement activities including child care, food, materials, etc. If you have used up your supplemental materials budget and identify additional supplemental materials these funds can also be used for that purpose. The use of the funds is very flexible as long as they are used exclusively for English learners and/or Immigrant children and families and as long as the use of the funds is documented.

Amy Schuttenberg, Grants Accountant will provide direction and support in helping you access these funds.

While I do not wish to add to your workload, I do request a brief plan for how your school will use these funds to support English learners and Immigrant children and families. Please complete the following and return to my office as soon as possible. I do not need a dissertation, but enough of a plan to communicate to our Title III directors at the Colorado Department of Education how the funds were used. I have provided a sample for you. After the activity is complete, I will ask that you deliver your evaluation of the success of the activity including number of participants and how the funds were actually used. This is the first time that we have been allowed to use these funds in this way so it is important that we be able to document the effectiveness of this strategy.

If you do not anticipate being able to use these funds please let me know as soon as possible so that we can redistribute to other schools who are serving English learners and Immigrants.

Thank you.

School \_\_\_\_\_

Targeted group	What supplemental activities or materials are needed	How will the support be provided?	Who is responsible?	What will it look like?	How will you know if you are making a difference?	How will funds be used?	Budget
<i>English learners and Immigrant</i>	<i>Additional content support</i>	<i>After school tutoring</i>	<i>Teacher Native language tutor</i>	<i>One hour after school M-Th from 2:30-3:30</i>	<i>Monitor grades in content classes</i>	<i>Curriculum pay for teachers, for a total of 20 hours during the year.</i>	<i>20 hrs X\$20/hr Total \$400</i>
<i>Immigrant families</i>	<i>Knowledge of US school system</i>	<i>Workshops for Families</i>	<i>ESL Teacher</i>	<i>Two three hour workshops</i>	<i>Feedback from families/survey</i>	<i>Child care, snacks, materials</i>	<i>Child care-\$180 Snacks-\$80 Materials/copies-\$100 Total=\$360</i>