

COLORADO SPRINGS SCHOOL DISTRICT 11

Dr. Nicolas Gledich, Superintendent
Division of Educational Support Services
Michael Poore, Deputy Superintendent
2009-2010

TITLE I CONTACTS

Holly Brilliant, Title I Director. Phone 520-2372

- Title I Allocations/Budgets/SIP Addendums/Needs Assessments/Evaluations
- Schoolwide/School Improvement Planning Process
- Title I Quarterly meetings and Principal Meetings
- Overall Administration Responsibilities for Title I
- McKinney-Vento Homeless Liaison
- Consolidated Report Title I Part A
- District Poverty Level Calculations

Beth Jones, Title I Compliance SpecialistPhone # 520-2419

- Title I Choice
- Supplemental Educational Services
- Annual Title I Parent Involvement Policy
- Parent Compacts
- Title I Parent Advisory Council
- Family Literacy Forms/Planning/Activity Requests
- Annual Notifications
- Annual Title I SIP Report
- Annual Title I Choice and Supplemental Services Report
- CDE Reports
- Coordination of transportation and services for homeless students

Robert Burtis, Accounting & Payroll Phone # 520-2444

- Process All Forms:
 - Absence & Substitute
 - Overtime & Extra Pay
 - Travel Requests
 - Check Requests
 - Budget Transfers
 - Journal Entries
 - Requisitions
- Post and Reconcile All Title I School Budgets
- Post and Reconcile Title I Program Support Budget

TBD, Administrative Assistant Phone # 520-2422

- Assist Title I Director
- Assist Title I Principals
- Assist Title I Compliance Specialist
- Assist Title I Accounting Clerk
- Process Incoming & Outgoing Mail
- Title I Website
- Enter all Purchase Orders, Office supply and Warehouse requests
- Track Purchase Orders
- Process Mailings to Title I Schools
- Private School Notifications
- Child Care Coordination
- Employee Time & Effort sheets
- Translations Coordination