

Section Two

Communicating with the Florida Department of Education

COMMUNICATING WITH THE FLORIDA DEPARTMENT OF EDUCATION

Timeline: Ongoing

Other Resources: Bureau of Student Assistance website (www.fldoe.org/bsa)

Florida Department of Education Organizational Chart
(www.fldoe.org/staff/org_chart.asp)

K-12 Public Schools website (www.fldoe.org/K12)

FDOE Contact: N/A

How the Bureau of Student Assistance Communicates with LEAs

There are several ways that the Bureau of Student Assistance (BSA) communicates regularly with LEAs and other stakeholders:

- Monthly Conference Calls
- Email Updates
- BSA Web Site
- State-wide meetings
- Paperless Communications System
- Title I Committee of Practitioners

Monthly Conference Calls

Conference calls cover timely information and include questions and answers. Individuals on the Title I contact list receive the agenda in advance. Call summaries are sent by email.

Conference Call Calendar

<u>Program</u>	<u>Date for Call</u>	<u>Contact</u>
Title I, Part A	3 rd Tuesday 1:00 – 3:00 PM	Cynthia Milton (850) 245-9984
Migrant	4 th Wednesday 1:00 - 3:00 PM	Carolyn Matthews (850) 245-0693
Neglected & Delinquent	2 nd Tuesday 12:00 - 1:45 PM	Melvin Herring (850) 245-0684
Homeless	2 nd Tuesday 2:00 - 3:00 PM For all Liaisons (even months) 2 nd Tuesday 2:30 - 3:30 PM For Subgrantees (odd months)	Lorraine Allen (850) 245-0668

In addition, the Bureau of Public School Options conducts conference calls on supplemental educational services and public school choice:

SES and Choice	1 st Wednesday 10:00 AM - 12:00 PM	Mary Jo Butler (850) 245-0479
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Email Updates

Updates are sent to the list of Title I, Part A coordinators on an as needed basis. Please ensure that your email address is correct. If you have any changes, please email Sara Dixon at sara.dixon@fldoe.org and notify her of your change. She will ensure that the change is made.

State-Wide Meetings

Title I staff participate in most K-12 statewide meetings, including the June Data Meeting. However, the greatest emphasis on Title I information is at the two Florida Association of State and Federal Education Program Administrators (FASFEP) meetings (one in September and one in February). Meetings are open to non-members. Please see www.fasfepa.org for meeting information.

Web Site

A variety of useful information is regularly updated on the BSA Web site (www.fldoe.org/bsa). The information includes: technical assistance papers, report templates, the Title I schools list, the schools in need of improvement list, state and LEA contact lists, etc.

Paperless Communications System

Official documents that are applicable to all LEAs are sent through FDOE's paperless communications system. The Department recommends that all LEA staff sign up to receive relevant paperless communications. You may go to <http://data.fldoe.org/communications> to sign up to receive paperless communication.

Title I Committee of Practitioners

Section 1903(b) states that each state educational agency that receives Title I funds shall create a Committee of Practitioners to advise the state in carrying out its Title I responsibilities. The Committee represents the state as a whole. Florida currently has a 17-member committee. They are nominated by stakeholders and appointed by the Chancellor following approval by the Commissioner. Members are appointed to serve on the committee for three years or until reauthorization.

Timeline: Florida's Committee of Practitioners meets several times a year and by conference call between meetings. Anyone can contact the chair or vice-chair with issues or concerns, as follows:

Jeff Eakins, Chair

Email: Jeffrey.eakins@sdhc.k12.fl.us

Marjorie Murray, Vice-Chair

Email: Marjorie_Murray@scps.k12.fl.us

Category	Representative	Title	County
District Administrators	Marjorie Murray	Director of Special Projects	Seminole
	Bob Pugh	Title I Director	Putnam
	Jeffrey Eakins	Director of Federal Programs	Hillsborough
	Sue Ellen Smith	Title I Director	DeSoto
Teachers	Paula Kay Jones	Teacher	Bay
Parents	Edith Aldrige	Parent	Putnam
	Meda Arbour	Parent	Bay
	Tad McGriff	Middle School Parent	Leon
School Board members	Tom Townsend	School Board Member and Title I parent	Putnam
	Doretha Edgecomb	School Board Member and Title I parent	Hillsborough
Private School	Tanna Gartside	St. Peter's Catholic School	Deland
Pupil Services	Sharon Warnecke	School Health/Nurse	Lee
Even Start	Sharon Hathcock	Even Start/PreK/Head Start	Taylor
Homeless	Carol Calfee	Homeless	Santa Rosa
Migrant	Earl Wiggins	MEP Supervisor	Collier
N&D	Mary Jane Ford	Manager/Migrant Services	Palm Beach
Vocational Education	James Whittamore*	Director	Lee
English-language Learners	Joanne H. Urrutia, Ed.D.*	Administrative Director, Bilingual Education & World Languages	Miami-Dade

*Added after initial meeting

Bureau of Student Assistance Staff Directory

Main Line 245-0414 Fax 245-0697 Title I Fax 245-0683

Cheryl Sattler, BSA Bureau Chief **245-0414**

Cynthia Milton, BSA Admin. Assistant 245-9984

Deepak Gajre, Program Spec. 245-0680

Policy Consultant VACANT

Title I/VI Programs

Director **VACANT**

Shun Brown, Title I Admin. Assistant 245-0688

Michael Kilts, Region 1 245-9946

Rachel Young, Region 2 245-0681

Jessie Simmons, Region 3 245-0682

Audrey Obinyan, Region 4 245-0690

Roger Henry, Region 5 245-9943

Migrant Programs

Carolyn Mathews, Director **245-0693**

Sara Dixon, Staff Assistant 245-9949

La Tonya Smith, Migrant Program 245-0689

Homeless Program

Lorraine Allen, Director **245-0668**

Brittney Jones, Homeless Program 245-0706

N & D Program

Melvin Herring, Director **245-0684**

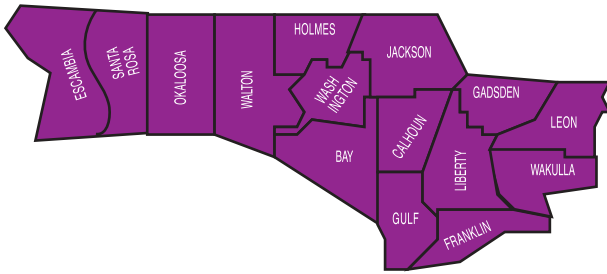
Program Specialist VACANT

Title I, Part A, Regions and Contacts

REGION I
Michael Kilts (850) 245-9946 - Michael.Kilts@fldoe.org
Title I, Part A
Bay, Calhoun, Escambia, FAMU Lab School, Franklin, FSU Lab School, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, and Washington
REGION II
Rachel Young (850) 245-0681 - Rachel.Young@fldoe.org
Alachua, Baker, Bradford, Citrus, Clay, Columbia, Dixie, Duval, FSDB, Gilchrist, Hamilton, Lafayette, Levy, Marion, Nassau, Putnam, St. Johns, Suwannee, Union, and UF Lab School
REGION III
Jessie Simmons (850) 245-0682 - Jessie.Simmons@fldoe.org
Title I, Part A
Brevard, Flagler, Indian River, Lake, Martin, Okeechobee, Orange, Osceola, St. Lucie, Seminole, Sumter, and Volusia
REGION IV
Title I, Part A
Audrey Obinyan (850) 245-0690 -Audrey.Obinyan@fldoe.org
Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Manatee, Pasco, Pinellas, Polk, and Sarasota
REGION V
Roger Henry (850) 245-9943 - Roger.Henry@fldoe.org
Broward, Miami-Dade, Palm Beach , Monroe, and FAU Lab School

Bureau of Student Assistance

Region 1



Region 1
 Michael Kilts
 850-245-9946
 Michael.kilts@fldoe.org

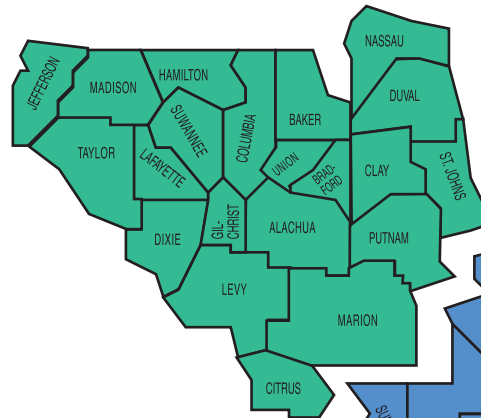
Region 2
 Rachael Young
 850-245-0681
 Rachel.young@fldoe.org

Region 3
 Jessie Simmons
 850-245-0682
 Jessie.simmons@fldoe.org

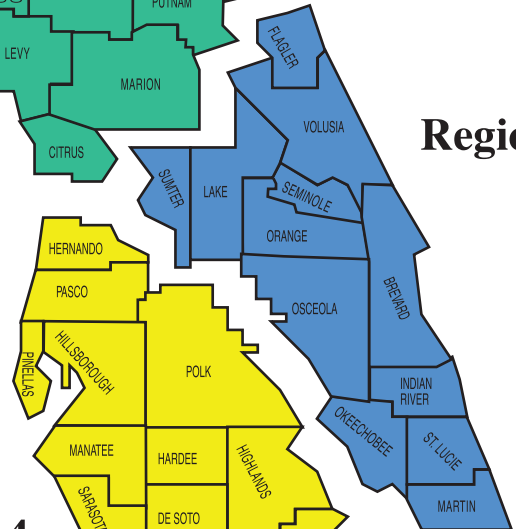
Region 4
 Audrey Obinyan
 850-245-0690
 Audrey.obinyan@fldoe.org

Region 5
 Roger Henry
 850-245-9943
 Roger.henry@fldoe.org

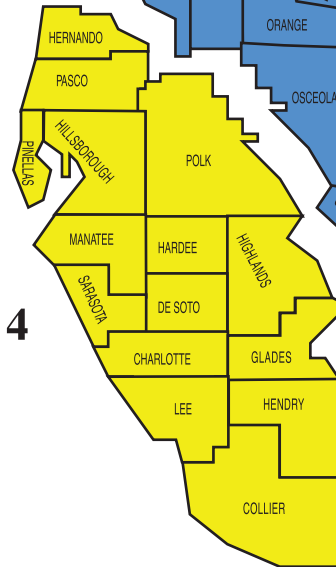
Region 2



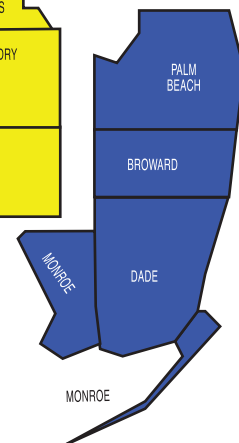
Region 3



Region 4



Region 5



PART A COORDINATORS

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Alachua 620 East University Avenue	Charles Hall Gainesville (352) 955-7634 [Ph]	Hallcf@sbac.edu 32601 (352) 955-7131 [Fax]
Baker 312 South Boulevard East	Susan Voorhees Macclenny (904) 259-6776 [Ph]	Svoorhees@baker.k12.fl.us 32063 (904) 259-6847 [Fax]
Bay 1131 Balboa Avenue	Eugenia Gordon Panama City (850) 872-4354 [Ph]	gordoer@bay.k12.fl.us 32405 (850) 872-4434 [Fax]
Bradford 501 West Washington Street	Carolyn Folsom Starke (904) 966-6801 [Ph]	folsom_c02@firn.edu 32091 (904) 966-6803 [Fax]
Brevard 2700 Judge Fran Jamieson Way	Susan Blair Viera (321) 633-1000 ext.353 [Ph]	blair.susan@brevardschools.org 32940 (321) 631-3033 [Fax]
Broward 701 Northwest 31 Avenue	Vera Ginn Ft. Lauderdale (754) 321-1420 [Ph]	vera.ginn@browardschools.com 33311 (754) 321-1441 [Fax]
Calhoun 16651 Southeast River Street	Jennie Hill Blountstown (850) 674-8734 ext. 223 [Ph]	hill_j6@firn.edu 32424 (850) 674-4743 [Fax]
Charlotte 311 E Charlotte Avenue	Cathy Hoff Punta Gorda (941) 255-0808 [Ph]	cathy_hoff@ccps.k12.fl.us 33950 (941) 575-5470 [Fax]
Citrus 1007 West Main Street	Kathy Pomposelli Inverness (352) 729-1931 ext.2227 [Ph]	pomposellik@citrus.k12.fl.us 34450 (352) 726-7423 [Fax]
Clay 23 South Green Street	Sandra Emery Green Cove Springs (904) 272-8100 ext.2452 [Ph]	semery@mail.clay.k12.fl.us 32043 (904) 284-6532 [Fax]
Collier 502 North 9th Street	Kimball Thomas Immokalee (239) 377-0583 [Ph]	thomaski@collier.k12.fl.us 34142 (239) 377-0561 [Fax]
Columbia 372 West Duval Street	Frank Moore Lake City (386) 758-4897 [Ph]	moore_f@firn.edu 32055 (386) 758-4946 [Fax]
Dade 1450 Northeast 2nd Avenue, Suite 500	Magaly Abrahante Miami (305) 995-1253 [Ph]	Abrahante@dadeschools.net 33132 (305) 995-2882 [Fax]
DeSoto 494 North Manatee Avenue	Sue Ellen Smith Arcadia (863) 494-1103 [Ph]	sue.ellen.smith@desoto.k12.fl.us 34266 (863) 494-2254 [Fax]

Please email changes to Sara.Dixon@fldoe.org

PART A COORDINATORS

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Dixie P.O. Box 5050	Frances Bray Cross City (352) 498-1338 [Ph]	francesbray@dixie.k12.fl.us 32628 (352) 498-1342 [Fax]
Duval 1701 Prudential Drive, Room 406	Franklin Herrington Jacksonville (904) 390-2123 [Ph]	herringtonf@duvalschools.org 32207 (904) 390-2634 [Fax]
Escambia 1403 St. Joseph Avenue	Marcia Nowlin Pensacola (850) 595-6915 ext.225 [Ph]	mnowlin@escambia.k12.fl.us 32501 (850) 595-6933 [Fax]
FAMU 444 Gamble Street	Susan Parramore Tallahassee (850) 599-8832 [Ph]	Susan.parramore@famuedu 32307 (850) 599-8738 [Fax]
FAU 777 Glades Road, Building 47 Room 210	Glenn Thomas Boca Raton (561) 297-0061 [Ph]	gthomas@fau.edu 33431 (561) 297-3613 [Fax]
FSU 3000 School House Road	Ryan Rodney Tallahassee (850) 245-3708 [Ph]	rryan@fsu.edu 32311 (850) 245-3912 [Fax]
Flagler P.O. Box 755	Bette Lathan Bunnell (386) 437-7526 ext.3114 [Ph]	lathanb@flaglerschools.com 32110 (386) 437-7577 [Fax]
Franklin 1001 Gray Avenue	Nick O'Grady Carrabelle (850) 670-8458 [Ph]	nogrady@firn.edu 32322 (850) 697-4136 [Fax]
FSDB 207 North San Marco Avenue	Don Rhoten St. Augustine (904) 827-2235 [Ph]	rhotend@fsdb.k12.fl.us 32084 (904) 827-2348 [Fax]
Gadsden 500 West King Street	Tammy McGriff-Farlin Quincy (850) 627-7557 [Ph]	mcgriff_t@firn.edu 32351 (850) 627-6695 [Fax]
Gilchrist 310 Northwest 11th Avenue	Mary Bennett Trenton (352) 463-3153 [Ph]	Bennettm@mygcsd.org 32693 (352) 463-3276 [Fax]
Glades P.O. Box 459	Deborah Pressley Moore Haven (863) 946-0202 ext.20 [Ph]	debbie.pressley@gladesschools.org 33471 (863) 946-1529 [Fax]
Gulf 150 Middle School Road	Sara Joe Wooten Port St. Joe (850) 229-6940 [Ph]	swooten@gulf.k12.fl.us 32456 (850) 227-1999 [Fax]

Please email changes to Sara.Dixon@fldoe.org

PART A COORDINATORS

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Hamilton 4280 Southwest County Road 152	Doris Morgalo Jasper (386) 792-0543 [Ph]	Doris.Morgalo@firm.edu 32052 (386) 792-6601 [Fax]
Hardee 1251 West Main Street	Marcia Kapusta Wauchula (863) 733-9756 [Ph]	Mkapusta@hardee.k12.fl.us 33873 (863) 773-3074 [Fax]
Hendry P.O. Box 116	Jodi Bell LaBelle (863) 674-4108 [Ph]	bellj@hendry.k12.fl.us 33975 (863) 674-4109 [Fax]
Hernando 919 North Broad Street	Diane Dannemiller Brooksville (352) 797-7070 ext. 434 [Ph]	dannemiller_d3@hcsb.k12.fl.us 34601 (352) 797-7139 [Fax]
Highlands 426 School Street	Patricia Landress Sebring (863) 471-5569 [Ph]	landresp@highlands.k12.fl.us 33870 (863) 314-5299 [Fax]
Hillsborough 901 East Kennedy Boulevard	Jeffrey Eakins Tampa (813) 272-4475 [Ph]	Jeffrey.Eakins@sdhc.k12.fl.us 33602 (813) 272-4572 [Fax]
Holmes 701 East Pennsylvania Avenue	Gwen Young Bonifay (850) 547-5928 [Ph]	youngg@hdsb.org 32425 (850) 547-0381 [Fax]
Indian River 1990 25th Street	Charlene Tardi Vero Beach (772) 564-3057 [Ph]	charlene.tardi@indian-river.k12.fl.us 32960 (772) 564-3016 [Fax]
Jackson 2903 Jefferson Street	Linda Cox Marianna (850) 482-1200 ext.271 [Ph]	linda.cox@jcsb.org 32446 (850) 482-1342 [Fax]
Jefferson 1490 West Washington Street	Gloria Heath Monticello (850) 342-0100 [Ph]	heath_g@firm.edu 32361 (850) 342-0108 [Fax]
Lafayette 160 Northeast Hornet Drive	Betina Hurst Mayo (386) 294-4137 [Ph]	bhurst@lafayette.k12.fl.us 32066 (386) 294-4197 [Fax]
Lake 201 West Burleigh Boulevard	Patricia Smith Tavares (352) 253-6655 [Ph]	SmithP1@lake.k12.fl.us 32778 (352) 343-8025 [Fax]
Lee 2266 Second Street	Sheryl Clarke Fort Myers (239) 337-8113 [Ph]	sheryllc@leeschools.net 33901 (239) 337-3342 [Fax]
Leon 3955 West Pensacola Street	Phyllis Porter Tallahassee (850) 413-0441 [Ph]	porterp@mail.leon.k12.fl.us 32304 (850) 487-4734 [Fax]

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PART A COORDINATORS

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Liberty P.O. Box 429	Sue Summers Bristol (850) 643-2275 [Ph]	summers_g@firn.edu 32321 (850) 643-5131 [Fax]
Madison 201 Southeast Duval Avenue	Gwendolyn Hubbard Madison (850) 973-5022 ext.225 [Ph]	hubbarg@madison.k12.fl.us 32340 (850) 973-5027 [Fax]
Manatee 215 Manatee Avenue West	Judy Laurent Bradenton (941)-708-8770 ext. 2083 [Ph]	Laurentj@manateeschools.net 34209 (941) 708-8685 [Fax]
Marion 306 NW 7th Avenue	Rhodia Berry Ocala (352) 620-7652 [Ph]	Rhodia.Berry@marion.k12.fl.us 34475 (352) 620-7604 [Fax]
Martin 500 East Ocean Boulevard	Cece Hysmith Stuart (772)219-1200 ext.30278 [Ph]	hysmitc@martin.k12.fl.us 34994 (772)219-1232 [Fax]
Martin 500 East Ocean Boulevard	Cathy Tedesco Stuart (772) 219-1200 ext.30277 [Ph]	tedesc@martin.k12.fl.us 34994 (772) 219-1232 [Fax]
Monroe 241 Trumbo Road	Eleanor Garcia Key West (305) 293-1400 ext.364 [Ph]	eleanor.garcia@keysSchools.com 33040 (305) 293-1485 [Fax]
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Okaloosa 120 Lowery Place SE	Ryan Gore Fort Walton Beach (850) 833-5880 [Ph]	GoreR@mail.okaloosa.k12.fl.us 32548 (850) 833-7669 [Fax]
Okeechobee 700 Southwest 2nd Avenue	Leslie Lundy Okeechobee (863) 462-5000 ext.259 [Ph]	lundyl@okee.k12.fl.us 34974 (863) 462-5136 [Fax]
Orange ELC 445 West Amelia Street	Vicki Brooks Orlando (407) 317-3200 ext.2855 [Ph]	brooksv@ocps.net 32801 (407) 317-3332 [Fax]
Osceola 817 Bill Beck Boulevard	Donald Miller Kissimmee (407) 870-4933 [Ph]	millerdl@osceola.k12.fl.us 34744 (407) 870-4935 [Fax]

PART A COORDINATORS

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Pasco 7227 Land O'Lakes Boulevard	Elena Garcia Land O'Lakes (813) 794-2324 [Ph]	elgarcia@pasco.k12.fl.us 34638 (813) 794-2152 [Fax]
Pinellas 2499 25th Street South	Mary Conage St. Petersburg (727) 893-2150 [Ph]	conagem@pcsb.org 33712 (727) 893-2984 [Fax]
Polk P.O. Box 391	Rhonda Ashley Bartow (863) 534-0647 [Ph]	rhonda.ashley@polk-fl.net 33831 (863) 534-7496 [Fax]
Putnam 201 South 7th Street	Mary Beth Hedstrom Palatka (386) 329-0543 [Ph]	mhedstrom@putnamschools.org 32177 (386) 329-0643 [Fax]
Santa Rosa 5086 Canal Street	Carol Calfee Milton (850) 983-5001 [Ph]	CalfeeC@mail.santarosa.k12.fl.us 32570 (850) 983-5011 [Fax]
Sarasota 1960 Landings Boulevard	Carole Roberts Sarasota (941) 927-9000 ext.34641 [Ph]	carole_roberts@sarasota.k12.fl.us 34231 (941) 927-4086 [Fax]
Seminole 400 E. Lake Mary Boulevard	Marjorie Murray Sanford (407) 320-0244 [Ph]	marjorie_murray@scps.k12.fl.us 32773 (407) 320-0293 [Fax]
St. Johns 40 Orange Street, Part A District Office	Kim Dugger St. Augustine 904.824-3296 [Ph]	duggerk@stjohns.k12.fl.us 32084 (904) 823-1266 [Fax]
St. Lucie 4204 Okeechobee Road	Mary Krause Fort Pierce (772) 429-5530 [Ph]	krausem@stlucie.k12.fl.us 34947 (772) 429-5531 [Fax]
Sumter 2680 West CR 476	Louise Ross Bushnell (352) 793-2315 ext.204 [Ph]	rossl@sumter.k12.fl.us 33513
Suwannee 702 Second Street Northwest	Cheryl Mae Brinson Live Oak (386) 364-2601 [Ph]	cbrinson@suwannee.k12.fl.us 32064 (386) 364-2635 [Fax]
Taylor 318 North Clark Street	Wanda Kemp Perry (850) 838-2541 [Ph]	wanda.kemp@taylor.k12.fl.us 32347 (850) 838-2557 [Fax]
UF UF-P.K. Young 1080 Southwest 11th Street	Laura Schollmeyer-Schwartz Gainesville (352) 392-1554 ext.335 [Ph]	lauras@pky.ufl.edu 32601 (352) 392-9559 [Fax]

Please email changes to Sara.Dixon@fldoe.org

PART A COORDINATORS

2-14

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Wakulla P.O. Box 100	Sue Anderson Crawfordville (850) 926-0065 ext.246 [Ph]	andersons@wakulla.k12.fl.us 32326 (850) 926-0124 [Fax]
Walton 145 Park Street, Suite 5	Karen Dailey DeFuniak Springs (850) 892-1100 ext.1548 [Ph]	daileyk@walton.k12.fl.us 32435 (850) 892-1195 [Fax]
Washington 652 Third Street	Olin Gilbery Chipley (850) 638-6222 [Ph]	gilbert_o@firn.edu 32428 (850) 638-6226 [Fax]
PAEC 753 West Boulevard	Sharon Mitchell Chipley (850) 638-6131 ext. 2230 [Ph]	mittchells@paec.org 32428 (850) 638-6109 [Fax]
ECTAC 2310 New Beginnings Road, #117	Carlos Guffain Kissimmee (407) 518-2905 [Ph]	guffainc@osceola.k12.fl.us 34744 407-518-2972 [Fax]

How the Office of Grants Management is Organized

	Location	Number
Bureau of Contracts, Grants & Procurement Chief's Office	344	245-0735
<i>ASBURY, Martha</i> <i>Bureau Chief</i>	<i>344B</i>	<i>245-9398</i>
BROWN, Vickie	344D	245-0739
CASTER, Kay	332	245-9940
GAINES, Lori	344	245-0741
SCHRAMMEL, Phyllis	344	245-0740
Office of Grants Management	325, 332	245-0496
<i>WILKINSON, Sue</i> <i>Deputy Bureau Chief</i>	<i>325tr</i>	<i>245-0712</i>
<i>Unit A (Deals with Title I Programs)</i>		
Fax	332	245-0737
CHANDLER, Brittany	344	245-0713
CROSSNER, Kynder	332	245-0722
JACKSON, Gwen	332	245-0653
LIGGANS, Marinda	332	245-0754
MURPHY, Kinisha	332	245-0731
THROCKMORTON, Allison	332	245-0732
Grants Training & Development	344	245-0499
Fax	344	245-0730
<i>BUSCH, Susan</i> <i>Director</i>	<i>344C</i>	<i>245-0654</i>
CALDWELL, Matt	344	245-0717
EDWARDS, Carrie	344	245-0700
HOWELL, Susan	344E	245-0662