



**COMPASS**  
CHARTER SCHOOLS



# **Community Providers Department 2020-21 Board Presentation**

**(855) 937- 4227**

**CompassCharters.org**

**COMPASS**  
CHARTER SCHOOLS



# Agenda

- Meet the Community Providers Team
- What Does the Community Provider Do For Our Scholars?
- OPS: Our New Procurement Platform
- OPS: A look at the Parent and Provider Portals
- Top 10 Materials Providers
- A Closer Look: The Approval Process
- Active Community Providers
- Q & A



# **Our Mission and Vision**

## **MISSION STATEMENT**

Our mission is to inspire and develop innovative, creative, self-directed learners, one scholar at a time.

## **VISION STATEMENT**

Our vision is to create a collaborative virtual learning community, inspiring scholars to appreciate the ways in which arts and sciences nurture a curiosity for life-long learning, and prepare scholars to take responsibility for their future success.



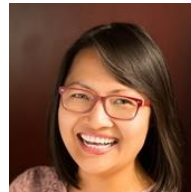
# Community Providers Department



Jeanne Hlebo  
Director of  
Community  
Providers



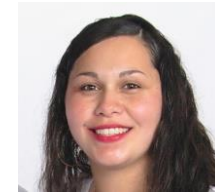
Donnell Tyler  
Community  
Provider  
Coordinator



Linh Le Haas  
Community  
Provider  
Coordinator



Shirley Trivino  
Community  
Provider Liaison



Brittany Simi  
Community  
Provider Liaison

## Community Providers: Supporting the WIG

- We are here to help our scholars graduate! We do this by giving them access to providers who offer quality services and materials.



# What does the Community Providers do for our Scholars?

Here is a quick overview from when a Master Agreement is signed to when an invoice is sent to the office for payment:

- When a scholar's Master Agreement (MA) is approved, the scholar is bridged over to OPS from School Pathways with the allotted funds according to the last signature date on the MA.
- With these Educational Support Funds scholars may submit requests for materials and services according to their Master Agreement and their Personalized Learning Plan from the CCS approved providers.
- Our department vets and onboards service and material providers that offer either in-person and/or virtual classes and quality products in all areas of core and enrichment.
- Once an order is processed, sent to the provider, and received by the family, the CP Department then processes the invoice and it is sent to our Finance Coordinator for payment.



# OPS: Our new procurement platform

For nearly 20 years, OPS has continued to evolve, providing charter school administrators unprecedented control over ordering student materials, classes, individual tutoring, activities and events. Independent study teachers are able to place orders for each of their scholars through a web-based, password-protected user interface.

The system is designed to be used by four types of users:

- Learning Coaches
- Supervising Teachers
- Administrators
- Service Providers

Each of these portals have a different interface which allows them to perform actions according to their needs.



# Parent and Service Provider Portals

In OPS our Learning Coaches will be able to:

- See their Scholar's available Educational Support Funds
- Create requests for orders
- Look up past requests and orders

In OPS our Service Providers will be able to:

- Access to a secure online OPS portal
- View all submitted purchase orders
- Create invoices for completed services
- Look up past invoices submitted to Compass



# Parent and Service Provider Portals

Helpful features for our Supervising Teachers and OPS Administrators in OPS:

- ST's or OPS Administrators may add an internal message on any submitted order. The OPS administrator(s) can respond and alert the ST with an answer. If a submitted order needs additional information any OPS administrator can add a message and alert the ST. This feature provides a helpful record of any issues on an order.
- The ST has the ability to update the status of a received "materials" order in OPS. This feature enables the CP Dept to process the provider's invoice in a timely manner.





# Top 10 Material Providers

- Rainbow Resource
- Quill
- EdTech 101
- Apple
- Lakeshore Learning
- Bookshark (curriculum packages)
- Blick Art Materials
- Timberdoodle (curriculum packages)
- Moving Beyond the Page (curriculum packages)
- Amazon



# A Closer Look: The Approval Process

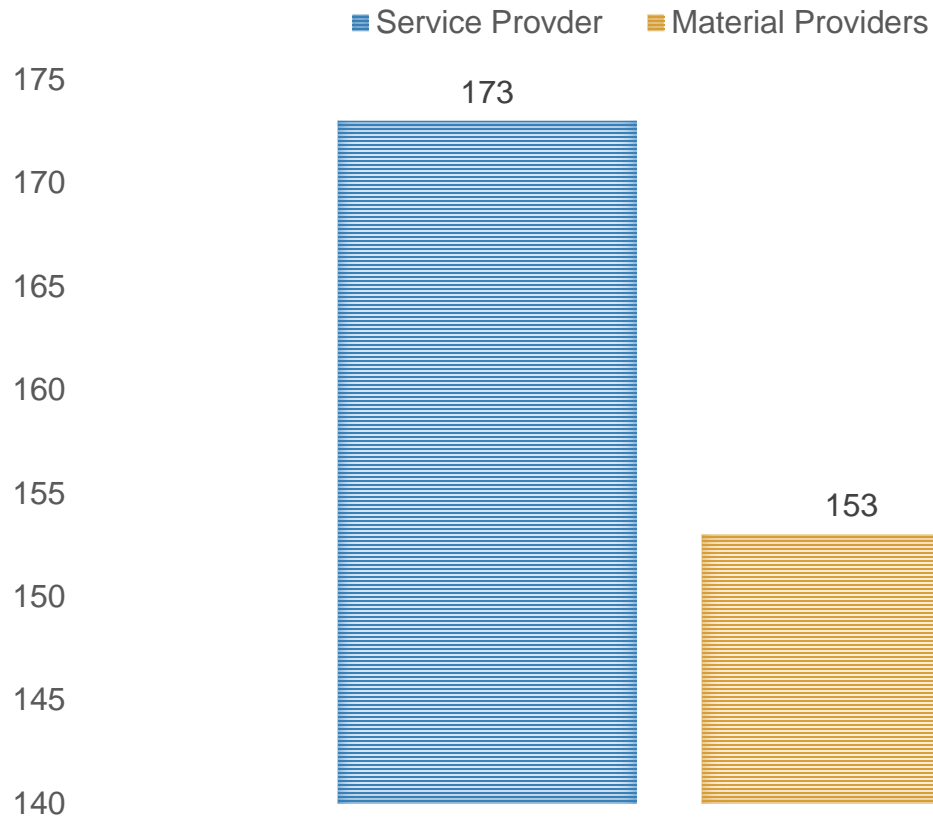
At Compass, our families who choose the Options Program are given the opportunity to be involved with requesting a provider for their scholar's curricula. One of the important jobs of the Community Providers Department is vetting businesses that are interested in becoming an approved provider.

Here are the steps we take with each applicant:

- The business must fill out a pre-application which is located on Compass's website.
- Someone from CP Team checks over the application, specifically the website. Products or services must be clearly notated.
- There are a series of questions that the business would answer including, "Provider agrees to Net 30 terms" and "Provider agrees they will NOT provide services or materials that contain religious content", "Provider has been in business and has provided products/services to the general public for at least 6 months."
- Once the business passes the vetting aspect a full application is emailed to them.
- The application requires the business to upload between 2- 5 required documents: W-9, Certificate of general liability, live scan/background checks, business license, TB test.
- When these documents are received and reviewed by the CP dept the business is approved and set up in our ordering system (OPS).
- The provider is emailed an approval letter.



# Active Community Providers





# Questions?



Contact:

Jeanne Hlebo | Director of Community Providers

805-405-3967

[jhlebo@compasscharters.org](mailto:jhlebo@compasscharters.org)

@CCS\_JHlebo