

**SUPPLEMENTAL EDUCATIONAL SERVICES
PROVIDER APPLICATION PACKET
VERMONT**

School Year 2011-2012

Pursuant to the Federal No Child Left Behind Act
Section 1116(e)(1)

Due Date: May 1, 2011 by 4:00 p.m.



**Integrated Support for Learning
PreK-Middle School Division
(802) 828-5118**

Background

As part of the federal **No Child Left Behind Act** (NCLBA) of 2001, any Title I local education agency (LEA) that has a school in its second year of School Improvement, in Corrective Action, or in Restructuring shall arrange for the provision of supplemental educational services to eligible students whose parents request them from a provider with a demonstrated record of effectiveness or a high probability of success. Parents select a provider from an official list approved by the state educational agency [Section 1116(e)(1)].

Purpose

This application is issued to select the providers of supplemental educational services that will be included on Vermont's Supplemental Educational Services (SES) Approved Providers List for SY 2011-12. The Department of Education will maintain the list of approved providers. All providers that meet the criteria will be included on the SES Approved Providers List.

The Vermont Department of Education is making every effort to promote maximum participation by providers to ensure, to the extent practicable, that parents have as many choices as possible. The state-approved list will be updated at least annually. Each year there will be an opportunity for new providers to demonstrate that they meet the requirements.

It is expected that instruction will be primarily in the areas of reading/English language arts, math, and science in order to help students achieve Vermont's standards, **as demonstrated by improved scores on the Vermont State Assessments (NECAP)**.

Eligible Service Providers

The term "Provider" is defined as a non-profit entity, a for-profit entity, or an LEA. Entities eligible to apply to provide supplemental services include, but are not limited to:

- Child care centers
- Community-based organizations
- Faith-based organizations
- Family literacy programs/Even Start program
- Independent schools
- Individuals
- Institutions of higher education
- Libraries
- Literacy organizations
- Private companies
- Supervisory unions/districts

Eligibility Requirements

To be included on the approved list of SES providers, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness in or have a high probability of improving student academic achievement;
- Provide instruction that is high quality, research-based, and specifically designed to improve student academic achievement;
- Provide letters of reference and/or other evidence (such as results from parent surveys, etc.) that demonstrate success in increasing student performance;
- Be financially sound;
- Provide instruction that is in addition to what is provided during the school day;
- Provide instruction that is secular, neutral and non-ideological;
- Meet all applicable federal, state, and local health, safety, and civil rights laws;
- Have liability insurance.

Responsibilities of Approved Providers

Entities included on Vermont's Approved Supplemental Educational Services Providers List are **required** to do the following:

- √ Ensure that their program is aligned with the *Vermont Framework of Standards* and the *Grade Expectations* (GEs). These are available on the department's web site at <http://www.state.vt.us/educ/new/html/pubs/framework.html>.
- √ Ensure that instruction and content provided are consistent with that of the school.
- √ Meet with parents and teachers to develop the child's individual program including specific academic goals, measurements to be used, methods of reporting progress, and a timetable for improving student performance.
- √ In the case of a student with disabilities or students covered by Section 504, ensure that instruction and content are consistent with the student's Individualized Education Program (IEP) under section 614(d) of the Individuals with Disabilities Education Act or with the child's 504 plan.
- √ Regularly provide teachers and parents of students receiving supplemental educational services with reports on the student's progress toward improving achievement, in a format and, to the extent practicable, in a language that parents can understand.
- √ All Supplemental Educational Service providers must comply with 16 V.S.A. 255 requiring fingerprint supported criminal record checks. (The superintendent will review the results of each criminal record check and make a determination in each case as to whether the individual(s) should be put under contract and provide SES to students in that district.)
- √ Contribute after two years to increasing student academic performance relative to state academic content and student academic achievement standards.
- √ Ensure that the program is of high quality and research-based.
- √ Enter into a contract with the LEA that includes the following. (Even if the school's supervisory union/school district is the provider, there must still be a contract that includes all of the components below.)
 - Specific achievement goals for each student based upon the child's specific educational needs which must be developed in consultation with parents and the school;
 - A description of how the student's progress will be measured and how the student's parents and teachers will be regularly informed of that progress;
 - A timetable for improving student academic performance;

- In the case of a student with disabilities, the achievement goals, measurements, reporting of progress, and timetable must be consistent with the student's Individual Education Program (IEP). Services are in addition to and not a substitute for instruction and services in the IEP and should not be written into the IEP;
 - In the case of a student covered by Section 504, the achievement goals, measurements, reporting of progress, and timetable must be consistent with the student's 504 plan. Services are in addition to and not a substitute for instruction and services in the 504 plan and should not be written into that plan;
 - Provisions for the termination of the agreement if the provider fails to meet student's specific achievement goals and timetables;
 - Provisions governing payment for services, which should include provisions addressing missed sessions;
 - A provision prohibiting the provider from disclosing to the public the identity of any student eligible for or receiving SES without the written permission of the parents of the student;
 - An assurance that SES will be provided consistent with applicable health, safety, and civil rights laws.
- √ Fulfill all contractual obligations.
- √ Provide information as to whether or not the provider:
- Is included as an approved SES provider in any other states and provide the names of those states;
 - Has been removed from any other state's approved SES providers list and provide the reasons for removal.
- (Failure to disclose removal from another state's approved provider's list will result in removal from Vermont's approved providers list.)***

The above requirements are intended to be consistent with, and in addition to, any requirements for supplemental service providers under the NCLBA. In the event of any conflict between the above listed requirements and the provisions of NCLBA, the provisions of NCLBA will govern.

Responsibilities of the LEA (Supervisory Union/District)

LEAs that must offer SES are required to:

- √ Identify eligible students (who are any children eligible for the Free and Reduced Lunch program);
- √ Notify parents annually in an understandable and uniform format and, to the extent practicable, in a language the parents can understand:
 - About the availability of supplemental services;
 - With Vermont's Approved Providers List;
 - With a brief description of the services, qualifications, and demonstrated effectiveness of each approved provider to assist the parent in selecting a provider;
- √ Contact providers selected by the parents and enter into a contractual agreement on behalf of the student;
- √ Monitor contract provisions and the SES program.

LEAs are not required to provide transportation to those services offered away from the school location.

Funding

The LEA has a limited amount of funds available for SES support for each individual student. This amount varies from LEA to LEA. Therefore, the duration of services that each student can receive is limited.

Duration

An LEA must continue to offer supplemental services until the school in question is no longer in School Improvement according to the requirements of NCLBA.

Evaluation

The Vermont Department of Education is required to monitor and evaluate the quality and effectiveness of SES offered by approved providers. Approval can be withdrawn from providers that fail any of the following:

- a) after two consecutive years, to contribute to increased student academic proficiency relative to State academic content and achievement standards;
- b) to receive a satisfactory evaluation;
- c) to meet the eligibility requirements (listed on pages 2 and 3 in this application);
- d) to meet the “provider responsibilities” (listed on page 3 and 4 of this application);
- e) to fulfill all of the assurances listed on the *Assurances and Signature Form* in this application;
- f) to meet federal and state laws and regulations governing SES.

The evaluation will also consider information received from the LEA and from parents about their satisfaction with the provider.

If an approved provider substantially meets *a-f* above, and the DOE has not received complaints about the provider from the parents or school, the provider’s program can remain approved for the following year. In that case, the provider will only be required to **update basic information** about their program rather than have to reapply.

If a provider does not substantially meet *a-f*, the provider will be dropped from the approved list for the following year. That provider may reapply during the next application cycle. After a provider has been on the approved list for three years, that provider will be required to participate in the full approval process again regardless of evaluation results.

Reporting

Each June, as part of the state’s evaluation of providers, all providers will submit the SES End of the Year Report to the Vermont Department of Education. This report summarizes the provider’s program at each school it works with. This information will be used to help determine whether a provider will remain on the state’s approved list for the following year.

LEAs will also provide information to the Department about satisfaction with the provider’s program in a separate SES End of Year Report.

Application Process and Timeline

For more information or questions about the application, contact Karin Edwards at (802) 828-1622 or e-mail karin.edwards@state.vt.us.

The Vermont Department of Education must receive applications by **May 1, 2011 by 4:00 p.m.** Address or deliver the application to:

Marcy Martin
Vermont Department of Education
120 State Street
Montpelier, Vermont 05620-2501

Providers will be notified about approval decisions by mid-July 2011.

Required Format

Please use the application form attached and provide the information in the order indicated on the form. In addition:

- Use no smaller than 12-point type.
- Double-space.
- Use document footer with entity name and page numbers.
- Limit narrative to ten (10) pages.
- Allowable attachments are limited to letters of reference or other proof of parent satisfaction, printed brochures describing the services provided, proof of financial soundness, and documentation that provides evidence of program effectiveness. Attachments such as CDs, videotapes, or other multimedia productions will not be reviewed.
- Electronic submissions will not be accepted.

A completed application must include one (1) original and three (3) copies of:

- Completed application form with original signatures
- Completed *SES Provider Profile*
- Signed *Assurances and Signature Form*
- Letters of reference and/or other evidence (such as results from parent surveys, etc.) that demonstrate success in increasing student performance
- Other allowable attachments (if applicable)

APPLICATION FORM
School Year 2011-12

Name of Entity _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Name of Contact Person _____

Date _____

Geographic Limitations:

Our organization can provide services to:

All LEAs in Vermont: Yes _____ No _____

To only the following LEAs:

Please address each of the numbered items below. This portion of the application must not exceed ten (10) pages.

1. Describe the program and services that will be offered. How will you ensure that instruction will be focused, intensive, and targeted to individual student needs?
2. Describe how and provide evidence that your program uses high quality, research-based instruction and that it is effective at improving student achievement, in particular, the achievement of low-income, under-achieving students.
3. Describe when and how you will meet with parents and teachers to develop the child's individual program including academic goals, measurements to be used, methods of reporting progress, and the timetable for improving student performance.
4. Describe how and how often the progress of students receiving supplemental educational services will be measured and which assessments will be used.

5. Describe how and how often the school and parents will be notified of the student's progress (in their native language, if necessary). How will students receive constant, systemic feedback on what they are learning?
6. Describe the procedures you will use to coordinate your program to local content and instruction.
7. Describe how you will align your program to the *Vermont Framework of Standards* and the *Grade Expectations*.
8. Who will be providing services to students? What are their qualifications? What ongoing support will they receive from your organization? How will instructors be adequately trained to deliver SES?
9. Explain how your staff is trained to confer with parents and to resolve conflicts between tutors and parents. What parent orientation procedures are in place and how are parents expected to contribute to the tutoring process?
10. Describe your staff's knowledge of and experience with diverse student populations (English language learners, migrant, homeless, socio-economically disadvantaged, students with disabilities, etc.).
 - a) Can your program serve students with disabilities and students on 504 plans?
 - b) Are you able to provide services to English Language Learners (ELL)? Which languages?
11. Describe how your program has resulted in increased student academic achievement. Provide letters of recommendation or results of parental surveys that illustrate the success of your program in increasing student academic achievement.
12. Describe how you will monitor the effectiveness of your program.
13. How will you measure whether students, parents, and LEA are satisfied with the instructional program and with the academic gains made by the students?
14. Provide evidence of financial soundness.
15. List the states where your program is included on the approved SES providers list. List the states, if any, that have removed you from their approved providers list and provide the reason(s) for removal.

**SES Provider Profile
SY 2011-12**

Please limit responses to one word or short phrases/sentences. This information will be used in the compilation of a statewide master list for parents and LEAs.

Name of SES program:	
Name of contact person:	
Address:	
Phone:	
E-mail:	
Proposed location of service delivery:	
Geographic limitations for your organization in providing services in Vermont: (Either say "All LEAs will be served" or list the LEAs you are able to provide services to.)	
Do you deliver SES on-line?	
Do you rely on hiring tutors from the local area?	
Proposed service period start & end date for 2011-12:	
Type of certification/qualifications of instructors:	
Do you meet with individuals, small groups or both? What is the maximum # you allow in a small group?	
What is the minimum # of students, if any, that you need to have sign up from a school in order for your program to provide services to the school?	
Length of each session:	
Number of sessions per week:	
Cost per session:	
Grade levels served:	
Tutoring is available in Reading, Math, or both:	
Title of curricula/methods utilized:	

<p>Evidence of effectiveness (<i>Please give answer in 2 or 3 short sentences.</i>):</p>	
<p>Give specifics of how and when you will report to parents & school on student progress. Please include frequency and format (for instance: <i>weekly via e-mail; weekly through written reports sent home with students; biweekly phone calls to parents; etc.</i>)</p>	
<p>Can you provide services for: a) Students with Disabilities? b) English Language Learners? (In which languages?)</p>	
<p>Other information you would like to add:</p>	

**Assurances and Signature Form
SY 2011-12**

In submitting this application to be included in the Vermont's SES Approved Providers List, I certify that:

1. The service provider meets all applicable federal, state, and local health, safety, and civil rights laws.
2. All Supplemental Educational Service providers must comply with 16 V.S.A. 255 requiring fingerprint supported criminal record checks. (The superintendent will review the results of each criminal record check and make a determination in each case as to whether the individual(s) should be put under contract and provide SES to students in that district.)
3. All instruction and content are secular, neutral, and non-ideological.
4. All services will be provided on a nondiscriminatory basis.
5. The service provider will not disclose to anyone the identity of any student eligible for or receiving supplemental educational services without the written permission of the parent.
6. The service provider is financially stable and will be able to complete services to the student and the school.
7. The service provider will not apply additional admission criteria to eligible students.
8. Provider will collaborate with the school to provide appropriate services for the student.
9. Provider will provide an instructional program that is supplemental to the regular school program.
10. The provider's program will be aligned with the *Vermont Framework of Standards* and the *Grade Expectations* (GEs) and coordinated with the LEA's academic content and instruction.
11. Provider agrees to provide academic achievement progress reports to parents and student's school as specified in the contract with the school.
12. Provider will make every effort to involve parents/guardians in the meeting with the school to develop the child's program based on that child's individual needs.
13. Provider has liability insurance. (***Please attach a copy of the policy page that contains company name and policy number.***)
14. Provider agrees to abide by the conditions of the contract with the LEA including the fee that will be in compliance with Section 1116 (e) (6) (A) (B) NCLB.

Signature

Title

Date