
MEMORANDUM

TO: Superintendents, Principals, Afterschool Program Leaders
FROM: Jess DeCarolis, Student Pathways Division Director
SUBJECT: Family Literacy Engagement Opportunity
DATE: June 29, 2023

Purpose

The Vermont Agency of Education (AOE) is announcing an opportunity for interested Vermont Supervisory Unions (SU/SDs) to offer an afterschool literacy instruction and family engagement program supported through a contract with Springboard Collaborative. This program is one component of the Vermont Agency of Education's overall [Academic Recovery](#) plan and effort to improve literacy outcomes for Vermont learners outlined in [Act 28](#).

About the Program

The program will allow for up to eight SU/SDs to utilize, at no cost to the SU/SD, the contractor's ten-week [Family-Educator Learning Accelerator \(FELA\)](#) throughout the 2023-2024 school year. The FELA includes ten weeks of training and curriculum for school staff to provide afterschool literacy instruction and up to five family engagement sessions for prekindergarten through third-grade students and their families. More specifically, participating SU/SDs will have access to the following:

- Research-based curriculum for explicit instruction utilizing evidence-based practices focused on reading readiness and phonics ([sample lesson](#)).
- Research-based family engagement curriculum for five [family workshops](#) that teach students' families how to become at-home reading coaches.
- Student incentives such as books and backpacks to recognize students' participation.
- Professional learning for teachers (nine hours) and program leaders (eleven hours) before, during, and after ten-week program cycles.
- Weekly program management and coaching for program leaders (up to seventeen hours) provided by Springboard staff.

SU/SD will work closely with the contractor to customize program delivery and ensure learners are meeting student literacy goals established at the start of the program.



Participation Details

The AOE contract covers the cost of curriculum, student incentives, professional learning, coaching, and program management detailed in the “About the Program” bullets above. Participating SU/SDs must identify, manage and compensate teaching staff ([sample teacher job description and time commitment](#)) and one program leader ([sample program leader job description and time commitment](#)) to implement the program at their site(s). Springboard will assist with planning and training staff. If you have questions about how you might support meeting these participation requirements, please contact Act 28 Literacy Project Manager, at Emily.Lesh@vermont.gov.

If an SU/SD is interested and ready to participate, the first step is attending an information session with the contractor by contacting Emily Lesh at Emily.Lesh@vermont.gov and Mary Paranac, Executive Director, Springboard Collaborative, at M.Paranac@springboardcollaborative.org.

To be considered for this opportunity an SU/SD must complete an [interest form](#) by July 31, 2023 to participate in the fall 2023 cycle and by November 27, 2023 to participate in the winter/spring 2024 cycle. The AOE will review applications and select participants based on availability of program space, SU/SD need and as well as SU/SD readiness to implement the program. All SU/SDs who have expressed interest will hear from the AOE by August 10, 2023 about the next steps for fall programming and by December 10, 2023 for winter/ spring programming.

Timeline

Starting Springboard FELA with students and families in October 2023:

- [Interest form](#) due by July 31, 2023.
- AOE will notify all SU/SDs who have submitted interest forms of program availability by August 10, 2023.
- SU/SD start preparing for Springboard program (coaching calls, teacher recruitment, student enrollment, professional learning) Mid-August through September, 2023.
- Program start in SU/SD in October, 2023 for ten week cycle.

Starting Springboard FELA with students and families in February or March 2024:

- [Interest form](#) due by November 27, 2023.
- AOE will notify all SU/SDs who have submitted interest forms of program availability by December 10, 2023.
- SU/SD start preparing for Springboard program (coaching calls, teacher recruitment, student enrollment, professional learning) Mid-December 2023 through January, 2024.
- Program start in SU/SD in February or March 2024 for ten-week cycle.