

**DEPARTMENT OF EDUCATION  
Montpelier, Vermont**

**Commissioner's Required Actions  
Year 1 School Improvement**

**REGARDING: [SCHOOL NAME]**

**STATUTORY AUTHORITY:**

**T. 16 section 165**

(b) Every year...if the commissioner determines that a school is making insufficient progress in improving student performance in relation to the standards for student performance set forth in subdivision 164(9) of this title, he or she shall describe in writing actions a district must take in order to meet...standards and shall provide technical assistance to the school. If the school fails to meet the standards or make sufficient progress by the end of the next two-year period, the commissioner shall recommend to the state board one or more of the following actions:

- (1) continue technical assistance;
- (2) adjust supervisory union boundaries or responsibilities of the superintendency;
- (3) assume administrative control only to the extent necessary to correct deficiencies; or
- (4) close the school and require that the school district pay tuition to another public school or an approved independent school pursuant to chapter 21 of this title.

(c) The state board, after offering the school board an opportunity for a hearing, shall either dismiss the commissioner's recommendation or order that one or more of the actions listed in subsection (b) or this section be taken. The action ordered by the state board shall be the least intrusive consistent with the need to provide students attending the school substantially equal educational opportunities. A school board aggrieved by an order of the state board may appeal the order in accordance with the Rules of Civil Procedure.

**REQUIRED ACTIONS**

**Pursuant to this statutory mandate, described below are the actions that [School Name] will take:**

**1. School Improvement Teams**

- a) A Supervisory Union School Improvement Team will be designated to direct and monitor the implementation of these required actions. This includes reviewing and redirecting existing professional development time and resources to ensure the school improvement plan leads to improved outcomes for students. The team (at a minimum) must include the superintendent, curriculum coordinator, special education director and school principal.
- b) A School Improvement Team will be designated to guide implementation and monitor progress of these required actions. This team (at a minimum) must include the principal, a lead reading/language arts teacher, a lead math teacher and a special educator.

- 2. Provide written notice to all parents about the school's identification by September 1, 2011**
  - a) The notice must include: explanation of what the identification means; the reasons why the school was identified; explanation of what the LEA and SEA are doing to help the school address the problem; explanation of how parents can become involved in addressing academic issues that caused the school's identification; how the school compares in terms of academic achievement to other schools.
  
- 3. Provide all students enrolled in the school with the option to transfer to another public school served by the LEA and to provide transportation to the school of choice.**
  
- 4. Within 3 months of being identified as a school in need of improvement develop a school improvement plan in consultation with the supervisory union, parents, school staff, and outside experts. The LEA, within 45 days of receiving this plan shall (i) establish a peer review process to assist with review of the plan; and (ii) promptly review the school plan, work with the school as necessary, and approve the plan if the plan meets all the requirements of this section. The school plan shall cover a 2 year period and include:**
  - ◆ **Strategies based on scientifically based research that will strengthen the core academic subjects in the school and address the specific academic issues that caused the school to be identified for school improvement.**
  - ◆ **Adopt policies and practices concerning the school's core academic subjects that will lead to substantial promise of improving student academic performance.**
  - ◆ **Provide an assurance that the school will spend not less than 10% of the funds made available to the school under Title I, Part A for each year that the school is in school improvement status, for the purpose of providing to the school's teachers and principal high quality professional development.**
  - ◆ **Specify how the funds mentioned above will be used to directly address the specific academic issues that caused the school to be identified.**
  - ◆ **Establish specific, annual, measurable objectives for continuous and substantial progress for all students.**
  - ◆ **Describe how the school will provide written notice to parents of each student.**
  - ◆ **Specify the responsibilities of the school and the supervisory union/district, including the technical assistance the supervisory union/district will provide.**
  - ◆ **Include strategies to promote effective parental involvement in the school.**
  - ◆ **Incorporate, as appropriate, activities before school, after school, during the summer, and during any extension of the school year.**
  - ◆ **Incorporate a teacher mentoring program.**

School improvement plans need to be returned to the School Improvement Coordinator by September 15, 2011.

The above actions meet the requirements of V.S.A. Title 16 section 165(b).

Signatures:



\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

May 6, 2011

I have read and understand the required actions listed above.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
Date