

**DEPARTMENT OF EDUCATION  
Montpelier, Vermont**

**Commissioner's Required Actions  
Year 2 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. Year 1 school improvement requirements remain in place, including:**
  - ◆ **Improvement Teams**
  - ◆ **Notifying Parents**
  - ◆ **Offering School Choice and Providing Transportation**
  - ◆ **Continue 10% set aside for Professional Development**
  - ◆ **Revise and Implement the School Improvement Plan as Needed**
  
- 2. Title I schools must offer Supplemental Education Services (SES) in accordance with Section 1116 of Title I.**

**Parent notification must include:**

  - **The availability of the service under the subsection;**
  - **Criteria for providing service;**
  - **List of approved providers willing to serve their geographical region;**

- Brief description of the services, qualifications, demonstrated effectiveness of each provider;
- Form for parents to assist in the selection of providers;
- Name of LEA;
- Date of notification;
- School Name;
- Description of the procedures and timelines that parents must follow in selecting a provider to serve their child; and
- LEA contact name and phone number.

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

**Signatures:**



\_\_\_\_\_  
Commissioner

May 6, 2011  
Date

**I have read and understand the required actions listed above.**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date