

REQUEST FOR PROPOSALS

SUPPLEMENTAL EDUCATIONAL SERVICE PROVIDERS

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

NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
Dr. Wayne G. Sanstead, State Superintendent
600 E Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440



North Dakota has an open application process.
Proposals may be submitted at any time to
the North Dakota Department of Public Instruction.

Submit proposal to:

ND Department of Public Instruction, Title I Office
Attention: Supplemental Services Coordinator
600 E Boulevard Ave, Dept. 201
Bismarck, ND 58505-0440
Telephone: (701) 328-2282
Fax: (701) 328-4770
Email: lnord@nd.gov

Background

As part of the federal *No Child Left Behind* Act (NCLB) of 2001, any school that is in its second year of Title I Program Improvement shall arrange for the provision of supplemental educational services to eligible children in the school from a provider with a demonstrated record of effectiveness or a high probability of success. The provider is selected by the parents in cooperation with the school district of residence and approved for that purpose by the State educational agency [Section 1116(e)(1)].

Purpose

This Request for Proposals is issued to approve the providers of supplemental services that will be included on the State's Approved Supplemental Services Provider (ASSP) list. This is a process to approve as many providers as possible that meet the criteria specified below. The list will be maintained by the Department of Public Instruction.

The *No Child Left Behind* Act requires that the state 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 their organization meets the requirements. Providers of supplemental services can also be removed from the list, subject to the conditions specified below.

It is expected that instruction provided by approved supplemental services providers will be primarily in the areas of reading and mathematics in order to help students achieve North Dakota's standards in English language arts and mathematics, as demonstrated by improved State assessment scores. Adequate Yearly Progress (AYP) is calculated for both reading and mathematics in all public schools in the state of North Dakota.

What are Supplemental Educational Services?

The U.S. Department of Education defines supplemental services as tutoring or other extra educational services that provide extra academic assistance to students outside the regular school day. The *No Child Left Behind* Act states that these services must be of high quality, research-based, and specifically designed to increase the academic achievement of eligible children.

Eligibility Requirements

To be included on the Approved Supplemental Services Providers (ASSP) list, applicants must meet the following criteria:

- Have a demonstrated record of effectiveness or a high probability of increasing student academic achievement.
- Provide supplemental educational services that are consistent with state academic standards in English language arts and mathematics. The North Dakota content standards are available for download from the Department of Public Instruction's website at www.dpi.state.nd.us/standard/content.shtm.
- Provide instruction that is of high quality, research-based, and specifically designed to increase the academic achievement of eligible children on state assessments and attain proficiency in meeting the State's academic achievement standards. Reading instruction must be based on scientifically-based reading research as specified in the National Reading Panel's report (www.nationalreadingpanel.org).
- Provide letters of reference from parents and schools.
- Provide information pertaining to removal(s) from any other state's approved provider list.
- Be financially sound.
- Provide instruction that takes place beyond the regular school day.
- Provide instruction that is secular, neutral, and non-ideological.
- Meet all applicable federal, state, and local health, safety, and civil rights laws.

Eligible Service Providers

The term “Provider” is defined as a non-profit entity, a for-profit entity, or a school district. Entities eligible to apply to provide supplemental services may include, but are not limited to, the following:

- Community agencies
- Private schools
- Individuals
- Child care centers
- Public schools
- Libraries
- Community colleges
- Private companies
- On-line schools or tutoring services
- Family literacy programs/Even Start programs
- Faith-based organizations
- After-school programs
- Regional Educational Associations

Responsibilities of the Approved Provider

Entities included on the Approved Supplemental Services Provider (ASSP) list are required to do the following:

- Ensure that the instruction provided is aligned with North Dakota student academic achievement standards and in the case of a student with disabilities, is consistent with the student’s individualized education program (IEP) under section 614(d) of the Individuals with Disabilities Education Act.
- Provide parents of children receiving supplemental educational services and the appropriate school with information on the progress of the children in increasing achievement in a format and, to the extent practicable, in a language that such parents can understand.
- Ensure all employees who will interact with students will be fingerprinted and background checked pursuant to the Education Standards and Practices Board teacher licensure procedures.
- Enter into an agreement with the local school district that includes:
 - ❑ A statement of specific achievement goals for each student based upon the child’s specific educational needs and developed in consultation with the student’s parents.
 - ❑ 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 achievement that, in the case of a student with disabilities, is consistent with the student’s individual education program.
 - ❑ The amount of instructional time to be provided.
 - ❑ The location where services will be provided.
 - ❑ The means of transporting children to the place of instruction if the services will be provided in a location other than the student’s school.
 - ❑ A description of how the student’s parents, teacher(s), and school district will be regularly informed of the student’s progress in the supplemental services program.
 - ❑ Provisions for the termination of agreement if the provider fails to meet student progress goals and timetables.
 - ❑ Provisions with respect to the making of payments to the provider by the school district, which may include provisions addressing missed sessions.
 - ❑ An assurance from the provider that the identity of any student eligible for or receiving supplemental educational services will not be disclosed without the written permission of the parents of the student.

- ❑ An assurance that supplemental educational services will be provided consistent with applicable health, safety, and civil rights laws.

Responsibilities of the School District

Qualifying school districts are required to do the following:

- Notify parents about the availability of services.
- Provide parents the list of state-approved providers.
- Help parents choose a provider, if requested.
- Determine which students should receive services, if not all students can be served (contact the state Title I office or check the program improvement website for information on how this determination must be made).
- Ensure that eligible students with disabilities and LEP students receive appropriate services.
- Enter into an agreement with a provider selected by parents of an eligible student (see above for agreement requirements).
- Assist the SEA in identifying potential providers within the LEA.
- Provide the information the SEA needs to monitor the quality and effectiveness of the services offered by providers.
- Submit all required reports to the SEA on a timely basis.
- Protect the privacy of students who receive supplemental educational services.
- Prominently display on its website: (a) beginning with data from the 2007-2008 school year and for each subsequent year, the number of students who were eligible for and the number of students who participated in SES; and (b) for the current school year, the list of providers approved by the SEA to serve in the LEA and the locations where services are provided.

Districts are NOT required to provide transportation to those services offered away from the school location. If a school chooses to fund transportation costs, it is allowable to use Title I funds to cover these costs. However, the amount spent on transportation may NOT be counted toward satisfying an LEA's obligation to spend up to an amount equal to 20 percent of its Title I, Part A allocation on choice-related transportation and supplemental services.

State Educational Agency Responsibilities

The State Educational Agency shall do the following:

- Consult with parents, teachers, LEAs, and interested members of the public to identify a large number of supplemental educational service providers so that parents have a wide variety of choices.
- Provide and disseminate broadly, through an annual notice to potential providers, the process for obtaining approval to be a provider of supplemental educational services.
- Develop and apply objective criteria for approving potential providers.
- Maintain an updated list of approved providers.
- Post on its website, for each LEA, the amount equal to 20 percent of the LEA's Title I, Part A allocation available for SES and choice-related transportation and the per-pupil amount available for SES.
- Give school districts a list of available approved providers in their general geographic locations or of those available online.
- Develop, implement, and publicly report on standards and techniques for monitoring the quality and effectiveness of services offered by approved supplemental educational services providers.
- Develop, implement, and publicly report on standards and techniques for monitoring an LEA's implementation of SES.

Funding

The law establishes a joint funding mechanism for choice-related transportation (year one and beyond of program improvement identification) and supplemental educational services. Unless a lesser amount is needed to meet demand for choice-related transportation and to satisfy all requests for supplemental educational services, an LEA must spend an amount equal to 20 percent of its Title I, Part A allocation, before any reservations, on: (1) choice-related transportation; (2) supplemental educational services; or (3) a combination of (1) and (2). A district is permitted to count a portion of its costs for parent outreach and assistance (up to an amount equal to 0.2 percent of its Title I, Part A allocation) toward meeting its 20 percent obligation.

All school districts with schools identified for program improvement must make funds available for supplemental services for each child who is identified as eligible for services. Eligible students are all students from low income families who attend Title I schools that are in their second year of program improvement, in corrective action, or in restructuring.

To calculate the amount that may be spent per student for supplemental services, the LEA must divide the total Title I allocation for the district by the number of high poverty children in the district. This amount is the per student limit for supplemental services. Note that if the actual cost of the supplemental services is lower than this amount, then the district may spend only the actual cost.

Each year schools required to implement the supplemental service provision must determine the per-pupil funding cap and approximate number of students that can receive supplemental services using the following formulas:

Total Funds Available for Supplemental Services	
Total District Title I, Part A Allocation =	\$
X 20%	X .20
Total funds available for supplemental services =	\$

Per-Pupil Funding Cap for Supplemental Services	
Total District Title I, Part A Allocation =	\$
÷ Number of free and reduced students:	÷
Per-pupil funding cap for supplemental services =	\$

Number of Students That Can Be Served	
Total funds available for supplemental services =	\$
÷ Per-pupil amount:	÷
Estimated number of students the school is able to serve with supplemental services =	

Note: If the total amount of funds available for supplemental services is insufficient to provide supplemental educational services to each eligible child whose parents request services, the local educational agency shall give priority to providing services to the lowest-achieving students at the school. The Title I allocation for school districts is available on the Department of Public Instruction website at www.dpi.state.nd.us/grants/NCLB.shtm.

Monitoring

Supplemental Service Providers

The North Dakota Department of Public Instruction will monitor the quality, performance, and effectiveness of the services offered by providers. Monitoring components will be directly related to the requirements of the application and the process will include collection of information from both LEAs and parents whose children were served by the provider. Providers that fail, for two years, to contribute to raising the academic proficiency of students to whom they provide services or that fail to meet any other requirements or assurances of participation will lose ASSP status. Failing

to operate in accordance with Provider responsibilities will constitute grounds for immediate removal from the state-approved list.

Results of the ASSP monitoring will be publicly reported.

LEA

The North Dakota Department of Public Instruction will also monitor LEAs to assure compliance with Section 1116 of the *No Child Left Behind* Act.

Reporting

In May of each participating year, all ASSPs are required to submit to the school a final written report that summarizes the academic progress of all students provided with supplemental services. The school must then submit this report to the North Dakota Department of Public Instruction's Title I Office for review. This information will be used to help determine if a provider will remain on the state-approved list. All ASSPs are strongly encouraged to maintain documentation of their communication with the school on the academic progress of the students throughout the school year.

Application Process and Timeline

North Dakota has an open application process; therefore, proposals may be submitted at any time to the North Dakota Department of Public Instruction. Please address or deliver the application to the following address:

ND Department of Public Instruction, Title I
Attention: Supplemental Services Coordinator
600 E Boulevard Ave, Dept. 201
Bismarck, ND 58505-0440
Telephone: (701) 328-2282
Fax: (701) 328-4770
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As soon as applications are approved, the ASSP list will be posted on the department's Title I website at the following address: www.dpi.state.nd.us/title1/targeted/general/supsvcs.shtm. Applicants that do not meet the qualifications will be notified and may reapply in future years. The score sheets from the application review will be provided to the applicant.

Required Format

Please use the application form to provide information in the order indicated and follow these application guidelines:

- Use no smaller than 12 point font.
- Include the applicant name and page numbers on each page submitted.
- In filling out Part II "Indicators of Quality," please make sure to follow all rules for page limitations.

A complete application packet includes:

- Completed application
- Signed assurances form
- Attachments such as letters of reference

If you need additional information or have questions regarding supplemental services, please contact:

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600 E Boulevard Ave., Dept 201
Bismarck, ND 58505-0440
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