

Board of Education Agenda Item

Item: _____ D. _____

Date: _____ April 20-21, 2005 _____

Topic: First Review of Procedures for Board of Education Review of Private Educational Management Companies

Presenter: Dr. Linda Wallinger, Assistant Superintendent for Instruction

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Origin:

_____ Topic presented for information only (no board action required)

X Board review required by

_____ State or federal law or regulation

_____ Board of Education regulation

X Other: Requested by Board of Education Committee on Lowest Performing School Divisions

_____ Action requested at this meeting X Action requested at future meeting: May 25, 2005

Previous Review/Action:

X No previous board review/action

_____ Previous review/action

date _____

action _____

Background Information:

The Board of Education (BOE) is committed to assisting schools and school divisions that have failed to make adequate progress toward student achievement goals. The Department of Education will receive proposals from private education management companies for review in order to offer a minimum level of assurance that the reviewed companies are able to provide services as described in the proposed Virginia Board of Education criteria. The companies would operate under a memorandum of agreement with the school divisions, and any performance measure and stated outcomes would be agreed on between the local school division and the management company.

Summary of Major Elements:

A private educational management company must submit information to the Virginia Department of Education for review, according to criteria proposed by the board. The review will be conducted by staff members at the Department of Education and others as needed. It will be based on responses to the

following criteria: financial and organizational capacity; effectiveness; instructional capacity; personnel capacity; professional development capacity; and communication capacity.

A template that will be used to evaluate a potential private educational management company is attached. The review is based on the criteria established by the Board of Education for review of these private educational management companies. A summary of the proposed criteria is listed below.

1. Financial and organizational capacity, including financial soundness, management structure, legal status, and transition plan;
2. Effectiveness, including positive impact on student achievement and evaluation by an independent party;
3. Instructional capacity, including academic accountability, links to research/best practice, and proven record of success;
4. Personnel capacity, including teaching and administrative personnel;
5. Professional development capacity, including professional development capacity for teaching and administrative staff; and
6. Communication capacity, including ways to maintain contact with parents, the community, the local school board and other stakeholders.

Superintendent's Recommendation:

The Superintendent of Public Instruction recommends that the Board of Education accept for first review the procedure to review private educational management companies in order to provide technical assistance to schools and school divisions.

Impact on Resources:

The impact of this activity can be absorbed within existing resources at the Department of Education at this time.

Timetable for Further Review/Action:

The item will be submitted for final review at the May 25, 2005, meeting of the Board of Education.

Virginia Board of Education
Proposed Procedures for Review of
Private Educational Management Companies
April 20, 2005

DIRECTIONS FOR SUBMISSION

The private educational management company must submit its proposed application to the Department of Education for review and comment. Reviews will occur on an ongoing basis. Ten (10) copies of the application must be submitted to the department at the following address:

Brenda Spencer
Title I Coordinator
Virginia Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120

The review will be based on responses to the following criteria: financial and organizational capacity; effectiveness; instructional capacity; personnel capacity; professional development capacity; and communication capacity.

Qualified staff members from the Department of Education, and as necessary, other individuals who have expertise needed for an effective analysis, will review the application. A recommendation will then be made to the board.

REVIEW PROCESS

The Department of Education will review the application and make a recommendation to the board based on the application's conformation to the established board criteria. The following individuals will comprise the review committee.

- Department of Education staff with expertise in areas such as the *No Child Left Behind Act of 2001*, instruction, budget, parental involvement, and teacher licensure
- Other individuals as needed for an effective review, such as:
 - Administrators from private educational providers (such as approved supplemental educational services providers) who are not affiliated with the applicant; and/or
 - Representatives from a school division that uses the services of supplemental educational services providers and/or private educational management companies (once approved).

The Board of Education will consider the recommendations for review. A summary of the review will also be posted on the Department of Education's Web site as a reference for school divisions wishing to employ the services of a management company.

PROPOSED CRITERIA FOR VIRGINIA BOARD OF EDUCATION REVIEW OF PRIVATE EDUCATIONAL MANAGEMENT COMPANIES

Introduction

The Board of Education (BOE) is committed to assisting schools and school divisions that have failed to make adequate progress toward student achievement goals. On behalf of the board, the Department of Education will receive applications from private education management companies for review in order to assist local school divisions in evaluating the effectiveness of the providers. The review will provide a minimum level of assurance that potential companies are able to provide services as described in the established Virginia Board of Education criteria for private educational management companies. The companies would operate under a memorandum of agreement with the school divisions, and any performance measures and stated outcomes would be agreed on between the local school division and the management company.

Board of Education Responsibility

The Board of Education shall consider for approval the Department of Education's recommendation regarding applications from private educational management companies that have been reviewed for financial and organizational capacity, effectiveness, instructional capacity, personnel capacity, professional development capacity, and communication capacity. The review shall be for the purpose of providing technical assistance and verifying that the application conforms to established criteria. It shall not include consideration as to whether the provider's services meet the needs of a local school board.

Criteria

The criteria have been established by the Board of Education and organized into six areas: financial and organizational capacity, effectiveness, instructional capacity, personnel capacity, professional development capacity, and communication capacity. The review will be conducted on these areas and the supporting indicators. If the criteria have not been met, the reason(s) will be noted.

Qualifying Statements

Several statements will accompany the final report of the Board of Education for each private educational management company reviewed. They are:

A statement verifying that the Board of Education's review is conducted outside the context of a division in which a private educational management company would operate and with no additional information or representative from such divisions. The review is based only on information presented in the application, which does not present the circumstances unique to a particular school or school division.

A qualifying statement verifying that all documents are complete only in the view of the Board of Education for the purposes of assuring a minimum level of ability to provide management services to a school or school division.

A statement recommending that the local school board of a division that desires to contract with a private educational management company make an independent judgment as to such company's ability to meet the needs within the school or school division.

**PROPOSED CRITERIA FOR VIRGINIA BOARD OF EDUCATION REVIEW
OF PRIVATE EDUCATIONAL MANAGEMENT COMPANIES**

Criteria 1: Financial and Organizational Capacity

A. Financial Soundness

The organization provides evidence that it is financially sound. The evidence may include: a description of how the organization currently received funds (i.e., grants, fees-for-service, investments, etc.); audited financial statements; credit ratings from an independent rating agency; organizational budgets that account for revenues, expenses, cash flow activity, and/or proof of liability insurance.

Criterion addressed____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

B. Management Structure

The organization provides evidence that it has a sound management structure. The evidence may include: a business plan or profile; proof that adequate organization resources are available to meet project needs; senior staff resumes; and/or description of an established system of management.

Criterion addressed____ Criterion not addressed____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

C. Legal Status

The organization provides documentation required to conduct business in Virginia. The evidence may include: a copy of a business license, and/or formal document of legal status.

Criterion addressed____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

D. Transition Plan

The organization provides a plan to ensure that the local school division is restored as the management entity for essential leadership, administrative, and instructional functions. The evidence may include: a plan that demonstrates how the organization will ensure that it will provide consultative services to the local school division and school after it has exited; and/or past evidence of how this has been accomplished with other clients.

Criterion addressed____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

Criteria 2: Effectiveness

A. Positive Impact on Student Achievement

The organization demonstrates that it has the ability to have a positive impact on student achievement. The evidence may include: student achievement results on a valid, reliable performance measure that demonstrates success, especially with low-income, minority students; a research report or study that documents the organization’s success; and/or additional evidence of improved outcomes such as reference letters, improvement in non-academic factors such as attendance, drop-out rate, graduation rate, student behavior/discipline, or parent/student satisfaction.

Criterion addressed____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

B. Evaluation by Independent Party

The organization demonstrates that an objective evaluation by an independent party has been conducted that verifies its effectiveness. The evaluation should include evidence of experimental or quasi-experimental research. It must include at a minimum evidence of case studies or other evidence of success. The evidence may also include: a copy of the independent evaluation; a link to a Web site where the evaluation is posted; and/or contact information for the independent evaluator.

Criterion addressed____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

Criteria 3: Instructional Capacity

A. Academic Accountability

The organization provides evidence that it uses specific programs and practices to diagnose student needs and prescribe appropriate instructional programs, and evaluates and monitors student progress. The evidence may include: a description of the specific process or program; and/or a timetable that demonstrates how the program or practice results in the desired outcome.

Criterion addressed ____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

B. Link to Research/Best Practice

The organization provides evidence that key instructional practices and central design elements of the organization are linked to current research and best practices. The evidence may include: a description of how the instructional practices and central design elements are high quality, based in scientifically-based research, and designed to increase student academic achievement; and/or a plan of how the company will ensure that the instructional practices and central design elements are linked to current research and best practices.

Criterion addressed ____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

C. Proven Record of Success

The organization provides evidence that demonstrates a proven record of successful implementation of the program. The evidence may include: a contract, warranty, or memorandum of agreement.

Criterion addressed ____ Criterion not addressed ____

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

Criteria 4: Personnel Capacity

A. Teaching Personnel

The organization provides evidence that it can hire highly qualified staff that meet the licensure requirements for Virginia teachers in the subject matter they will be teaching as defined in the licensure requirements for Virginia teachers. Evidence of experience in working with low-income, minority, migrant, students with disabilities, and limited English proficient students is also required. The evidence may include: a summary report of staff qualifications; and/or copies of Virginia educational licenses.

Criterion addressed ___ Criterion not addressed ___

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

B. Administrative Personnel

The organization provides evidence that it can hire highly qualified staff as defined in the licensure requirements for Virginia administrators. Evidence of experience in working with low-income, minority, migrant, students with disabilities, and limited English proficient students is also required. The evidence may include: a summary report of staff qualifications; and/or copies of Virginia educational licenses.

Criterion addressed ___ Criterion not addressed ___

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

Criteria 5: Professional Development Capacity

A. Professional Development for Teaching Staff

The organization provides evidence that it can provide research-based, on-going, sustained, high-quality staff development for the teaching staff. Evidence of experience may include: past professional development plans and evidence of success; and/or an implementation plan for this school division.

Criterion addressed ___ Criterion not addressed ___

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

B. Professional Development for Administrative Staff

The organization provides evidence that it can provide research-based, on-going, sustained, high-quality staff development for administrative staff. Evidence may include: past professional development plans and evidence of success; and/or an implementation plan for this school division.

Criterion addressed ___ Criterion not addressed ___

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

Criteria 6: Communication Capacity

A. Parent/Community Communication

The organization provides evidence of an accurate, consistent, timely, regular system of communication with the parents and community. Evidence may include: examples of successful communication plans used for other clients; and/or an implementation plan for this school division.

Criterion addressed ___ Criterion not addressed ___

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

B. Local School Board Communication

The organization provides evidence of an accurate, consistent, timely, regular system of communication with the local school board. Evidence may include: examples of successful communication plans used for other clients; and/or an implementation plan for this school division.

Criterion addressed ___ Criterion not addressed ___

Comment on the criterion if it was not addressed and the reasons (e.g., insufficient information, missing information, etc.).

Additional Comments: