

Parent Notification and Public Hearing Requirements

2018 -19

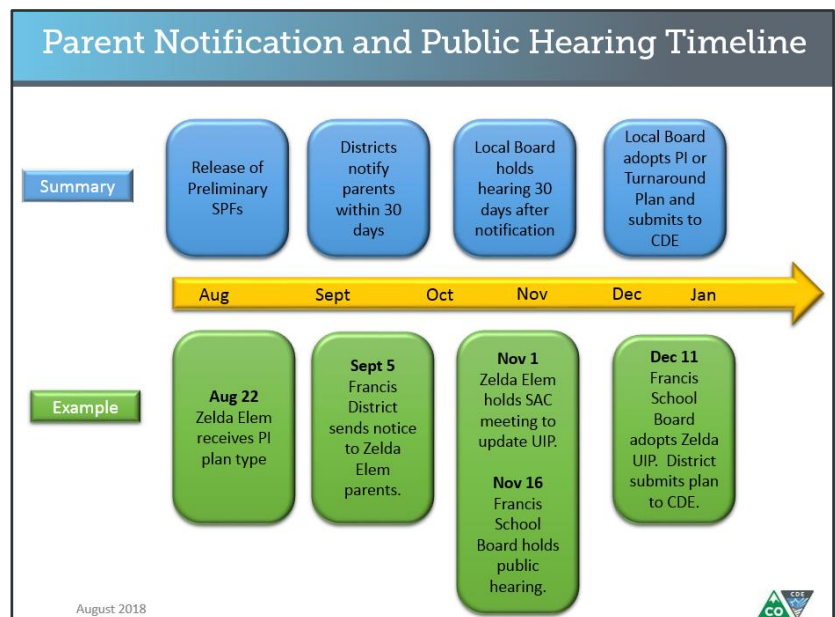
Overview

For a school that is required to implement a Priority Improvement or Turnaround plan, there are specific expectations and timelines laid out in state accountability law about family engagement. In summary, parents must be notified about the plan type and have the opportunity to provide input into the planning process. Furthermore, schools on the accountability clock must have parent involvement strategies listed in their action plans.

Parent Notification

The district must notify parents of the students enrolled in the school within 30 calendar days of receiving initial plan type assignment. If preliminary frameworks are released on August 22, then districts must send notification to families on or before September 24. This notification must include:

- Type of identified plan (i.e., Priority Improvement, Turnaround)
- Performance results that led to that plan assignment
- Timeline for developing and adopting the required improvement plan
- Date, time and location of the public meeting of the School Accountability Committee (SAC) to provide input on the plan
- Date, time and location of the public hearing held by the local board of education to review the plan prior to adoption.



A sample notification for 2018-19 has been included on p. 2 of this document. If the school plan type has not yet been determined (e.g., Alternative Education Campuses, new schools), then parent notification may occur 30 calendar days after a plan type is determined. If the district applies for request to reconsider, then the notification and public hearing can wait until after the State Board’s final determination (typically in early December). If the school remains on the accountability clock, then the parent notification, SAC meeting, and local board hearing must occur prior to submission of the UIP to the state for review. Contact the CDE-Improvement Planning office to discuss the timeline.

School Accountability Committee Meeting

The SAC is expected to meet to provide input on the improvement plan prior to the public hearing. While all SACs are expected to review a school’s UIP and provide input, SACs for schools on the accountability clock need to take special care to reflect on whether the action plan addresses the magnitude of the school’s performance challenges and whether past actions had the intended impact. Requirements, such as inclusion of family involvement strategies in the action plan and the quarterly review on the implementation of the plan, take on even greater significance. For evidenced based strategies and promising practices, go to:

<http://www.cde.state.co.us/uiip/promising>.

Public Hearing and Final Adoption

The date for the public hearing must be at least 30 calendar days after the date on which the district provides the written notice. This will give families ample time to get the meeting on their calendars. During these public hearings, the local board of education should review the school’s progress in implementing its plan during the preceding year and in improving its performance. A



member(s) of the School Accountability Committee is encouraged to attend the public hearing. The hearing should be scheduled far enough in advance, so that any feedback provided at the hearing can be incorporated in the plan. The plan must be adopted by the local school board by January 15, which is the state's due date for UIP submission for Priority Improvement and Turnaround plans.

State Monitoring of Parent Notification Requirement

For the 2018-19 school year, the Improvement Planning Office is expecting each district to submit their school's notification letter(s) to accountability@cde.state.co.us once the letter has been sent to parents of the students served by the school(s) or to attach it to the school's UIP (due January 15, 2019). Districts may send a single sample if multiple schools are sending out the same notice. The purpose of this collection is to ensure families are receiving this important information, as well as to provide technical support. CDE can provide resources and in-person supports. In time, CDE will be able to identify a variety of examples and share those out more broadly. To discuss monitoring requirements, contact Lisa Medler (medler_l@cde.state.co.us) or Lisa Steffen (steffen_l@cde.state.co.us)

Sample Notification to Parents

[Date – By September and at least 30 days before the public hearing]

Dear parent,

Each school in Colorado is assigned an overall school performance rating every year based on student performance and growth on state assessments. Graduation rates and college matriculation are also considered for high schools. Following the assignment of performance ratings, each school is required to develop a Unified Improvement Plan (UIP) that outlines targets for performance outcomes and strategies that the school will implement to improve academic outcomes for students.

Based on our school's performance and growth on the 2018 assessments given last spring, our school was given a *[plan assignment]* based on low-performance in the areas of *[insert measures where the school did not meet expectations]*. Attached is the complete 2018 School Performance Framework report that describes how our school has been evaluated.

Our UIP will provide us with a focused improvement plan, including an analysis of student performance data and a detailed action plan. The plan must incorporate ideas and feedback from parents, be approved by the *[District Name]* Board of Education, and be submitted to the Colorado Department of Education on or before January 15, 2019 for review. To meet that deadline, our UIP will be developed according to the following timeline: *[insert dates of any benchmarks for conducting analysis and developing and finalizing the plan]*.

Our School Accountability Committee will hold a public meeting to gather input from parents concerning the development of the plan on *[date]*, at *[time]*, in *[location]*. Prior to adopting a plan, our school board will hold a public hearing on *[date—at least 30 days after this notice is issued]*, at *[time]*, in *[location]* to review the plan. For more information, please contact *[name]* at *[contact information]*.

You can learn more about Colorado's school accountability system here: <http://www.cde.state.co.us/accountability/stateaccountability> or <http://www.cde.state.co.us/communications/accountabilityfactsheet2018>.

If you have any questions about our overall school performance rating or how you can get involved in our improvement efforts, please contact me.

Sincerely,

[Name], *[Title]*

Where can I learn more?

For additional questions, contact the Improvement Planning team (uiphelp@cde.state.co.us) or Lisa Medler, Executive Director of Improvement Planning (medler_l@cde.state.co.us or 303-866-6993) or Lisa Steffen (steffen_l@cde.state.co.us or 303-866-6676).