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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 2

Title I Services to Private Schools – RFP #5-19-31

**APPOQUINIMINK, BRANDYWINE, CHRISTINA, COLONIAL, RED CLAY CONSOLIDATED & SMYRNA
SCHOOL DISTRICTS**

Date of Addendum: March 11, 2019

OPENING DATE: March 18, 2019 at 2:00 PM

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to answer the following submitted questions:

1. On the main RFP form, page 30 lists the items included in the ADDENDUM. I see item #1 "Scoring rubric" and the 4 pages of item #2 "invoice". Item #4, Proposal Signature Page, appears to be page 31 "Proposal Page". Item #3, "Referral Form" appears to be missing. Could you please provide that form?

See form attached.



**NEW CASTLE COUNTY TITLE I EQUITABLE SERVICES PROGRAM
STUDENT REFERRAL FORM – FOR SCHOOL YEAR 2018-2019**

STUDENT Name: _____ **Referring Teacher:** _____
Home Address: _____ **Private School:** _____
 _____ **Most Recent Reading/ELA Report Card Grade:** _____
Home Phone #: _____ **Most Recent Math Report Card Grade:** _____
Parent Cell Ph# _____ **Grade Enrolled in Fall 2018 (2018-2019 SY):** _____
Parent Email: _____ **Feeder School for 2018-19:** _____
Principal Signature: _____ **Vendor Signature:** _____

-----COMPLETED BY THE CLASSROOM TEACHER-----

Rdg	Reading Concerns (Check all that apply).	Math	Math Concerns (Check all that apply.)
	Lacks Phonemic Awareness		Demonstrates poor number sense
	Lacks Phonetic Skills/Structural Analysis		Lacks basic knowledge of facts for grade level
	Vocabulary is limited		Lacks understanding of math concepts for grade level
	Reading Fluency is limited, or lacking, poor expression		Exhibits poor problem solving strategies
	Lacks understanding of word meanings		Unable to communicate Math Concepts
	Comprehension skills are limited or lacking		Lacks proficiency/work is inaccurate
	Poor Oral Communication		Math reasoning is below grade level
	Poor Written Communication		Unable to relate Math Concepts to authentic tasks
	Poor Study Skills		
	< TOTAL Number Reading Comments		< TOTAL Number Math Comments

✓ **ATTACH** (Check all that is submitted for review.)

✓ **ATTACHED** (Check all that is submitted for review.)

Parent Consent Form is signed and attached. REQUIRED

Terra Nova Reading--Composite %ile	<input type="text"/>	Terra Nova Math--Composite %ile	<input type="text"/>
Metropolitan Test of Readiness--%ile	<input type="text"/>	Other Standardized Math Test %ile:	<input type="text"/>
Spring 2018 gRade (GVS)	<input type="text"/>	Spring 2018 gMade (GVS)	<input type="text"/>
May 2018 SM Reading performance	<input type="text"/>	May 2018 SB Math performance	<input type="text"/>
Other Standardized Reading Test %ile:	<input type="text"/>	2017-2018 report card (entire year)	<input type="text"/>
Anecdotal notes with intervention strategies used		Other:	

-----COMPLETED BY THE LEA TITLE I COORDINATOR-----

2018-2019 Home Feeder School: _____ Verifying District: _____

This student ___ **MEETS** eligibility criteria for Title I services in a private school for: ___ reading ___ math ___ both

This student ___ **IS NOT** eligible due to ___ residency ___ grade span served ___ prioritized ranking ___ incomplete referral

Title I Supervisor
(Revised 5/17/2018)

Date

Procedures for Referral of Students for Title I Services

1. The referring private school completes the top section of the form by providing family and school contact information, verifying that the student resides in a public school feeder pattern where Title I services are offered to public school students, and specifies the reading and math performance concerns observed in the classroom by checking the appropriate column(s) by content area. If the child does not reside in a participating public Title I feeder pattern efforts to refer the child are abandoned.
2. A Parental Consent Form template that approves release of student academic records and approval to receive services will be provided to the private school. The private school provides the parents/guardians with the Parent Consent Form that informs the parent that a referral for Title I services will be made due to below average scores on the spring standardized tests and current academic grades. The original notification letter will be signed, returned to the school and attached to this form confirming approval to release records to the LEA and granting permission to participate in the Title I program. The private school will distribute and collect the signed Parent Consent Form and make follow-up contacts with parents/guardians if the consent form is not returned. Principals will keep a copy of the signed Parent Consent Form and give the original to the Title I staff for the child's portfolio.
3. Attach copies of all academic and intervention documentation that reflects consideration for eligibility for Title I support in reading and/or math. On the front of this referral form, place a check mark in each box corresponding to every document that is attached. (The vendor or LEA will attach Spring gMade and gRade test results for pupils who received Title I services during the current school year.)
4. The private school principal collects all referral forms for the school, signs and dates each referral and verifies that required documents are attached for each student and then either faxes, electronically scans, emails, or sends the required documents through US mail, or hand delivers all referrals on or before October 1st to the Title I Coordinator in the school district where the private school is located. The school will maintain a copy of all submissions for future reference. LEAs will prioritize referrals for their respective, eligible students through November 30th.

DISTRICT	TO	FAX	PHONE	EMAIL
Appoquinimink	Dr. Kalia Reynolds	302-378-5280	302-376-4271	kalia.reynolds@appo.k12.de.us
Brandywine	Ms. Cora Scott	302-765-1900	302-793-5055	Cora.Scott@bsd.k12.de.us
Christina	Ms. Noreen LaSorsa	302-552-2625	302-552-2683	noreen.lasorsa@christina.k12.de.us
Colonial	Dr. Nicholas Baker	302-323-2730	302-323-2727	nicholas.baker@colonial.k12.de.us
Red Clay	Mr. Barry Kirk	302-996-1231	302-552-3772	barry.kirk@redclay.k12.de.us
Smyrna	Dr. Marcia Mayhew	302-653-2766	302-653-3135	marcia.mayhew@smyrna.k12.de.us

5. The Title I Coordinator verifies the feeder school and the district of residence for each student before forwarding the forms to the appropriate LEA Title I Coordinators.
6. The LEA of residence will review the submitted data and determine eligibility based on residency, grade spans served, academic need and priority ranking. Services will be provided based on the school's allocation. Funds are **NOT** pooled.
7. The LEA Coordinator will sign and email/scan/FAX the approved referral forms to the service provider. The original referral forms will be filed and maintained by the district for program evaluation and progress monitoring.
8. Instructional Services and/or testing will begin on or before OCTOBER 1st. The service provider will pretest students using the gMade for math and gRade for ELA if no Spring results were provided at the time of referral.
9. Referrals for students who are not serviced will be maintained in the event that vacancies arise as students withdraw from the program or the school or are discharged from the program. Waiting list referrals will be prioritized in order of highest need from the point where approved services stopped. Each LEA will decide if it will accept additional referrals during the school year based on the number of Waiting List referrals remaining and availability of instructional funds.