City of Seattle Office for Education
Families and Education Levy

Summer Learning
Post-Information Session Questions and Answers
October 16 & 17, 2013

General Application Processes

1. <u>Is summer learning program funding renewed annually?</u>

   A: Yes, programs awarded summer learning funds will receive annual funding for the duration of the 2011 Levy (through summer 2019), assuming student outcomes and contract obligations are met.

2. <u>Are summer learning programs that were funded in last year's application cycle permitted to participate in this year's round of applications?</u>

   A: Yes. Summer learning programs awarded funding last year may submit proposals to compete for additional funding this year. Please see the Important Information section on page one of each Request for Investment (RFI) for details on who may apply.

3. <u>Do the currently funded programs that are applying for more funding have an advantage over new applicants? Is this process unique to the Levy's Summer Learning programs?</u>

   A: No, proposals from currently funded programs will be considered using the same scoring criteria as all other applicants. Other Families and Education Levy RFI processes do not have an analogous opportunity to apply for additional funding.

4. <u>Should an applicant proposing two distinct programs, one for students entering kindergarten and the other for students entering elementary school, submit two separate proposals?</u>

   A: Applicants that would like to propose more than one program within the same grade span (elementary school or middle school) may use their discretion in choosing whether to combine the programs into one application that reviewers will score as a single proposal or into multiple applications that reviewers will consider separately. Proposals to fund programs in different grade spans (elementary school and middle school) must be submitted separately.

5. <u>Is it advantageous for an applicant to propose to work with the same students that are already in Levy-funded programs?</u>

   A: Applicants must propose to serve Levy focus students, but there is no scoring advantage to proposing to serve students who are already being served through separate Levy-funded programs (i.e., students in Levy-funded Innovation Schools). In identifying whom applicants propose to serve and why, applicants may wish to describe how summer learning programming fits into a broader context for their focus students, including whether those students may be receiving other academic supports from other programs, such as those funded by the Levy.

6. Is there an ideal number of students served within an individual program?

    A: No, there is no optimal range for the number of students in a program nor is there an ideal cost. Reviewers will assess the rationale behind proposed program sizes, costs, and all other elements of program quality in considering which proposals may be most likely to ensure positive student outcomes.

Budgeting

7. If funded, when may we begin to receive funding to start our summer program?

    A: Applicants may propose any start and end date for summer programming, as long as the requirement to provide at least 120 hours of program time is satisfied. Awardees may receive funding to support budgeted costs prior to the start of the summer program – to fund staff planning time, for example.

8. May applicants budget for indirect expenses? If so, is there a limit on how much of the budget may cover indirect expenses?

    A: Yes, applicants may dedicate up to 15% of the proposed base pay budget to indirect expenses.

9. Can summer learning programs buy food with Levy funds?

    A: Yes, budgeted meals and snacks may be purchased with Levy funds. Additional requirements apply to programs that wish to participate in the Summer Food Service Program (SFSP). Information about SFSP can be found on the City of Seattle's Human Services Department website: http://www.seattle.gov/humanservices/children_families/nutrition/summer_food.htm

Data and Partnerships

10. Which identifiable student data elements do programs need to be able to share with the Office for Education (OFE)? What are the Family Educational Rights and Privacy Act (FERPA) releases that community organizations need to obtain?

    A: Community organizations receiving Levy funds must comply Seattle Public Schools (SPS) procedures concerning FERPA and the release of student data, outlined on the Community Organizations section of the school district's website. Summer Learning awardees are required to provide OFE with SPS student ID numbers for enrolled students to verify focus students are being served and to determine achievement of student outcome indicator targets.

11. Does the OFE broker between community organizations and the district to obtain student data?

    A: Organizations applying for Summer Learning funds are expected to demonstrate the ability to work with schools to use data to identify focus students while satisfying school district requirements noted in the answer to Question 10 above.

12. How should an applicant that is planning to present data related to MAP scores proceed if fall 2013 scores are not available before the application deadline? Is OFE working with the district to try to acquire MAP scores early?

    A: Because the SPS fall MAP testing window runs through early November, it is unlikely fall testing results will be available before summer learning RFI applications are due. In the event that applicants cannot provide specific data points they would like to include in their proposal, they may wish to write about the process they will use to gather the data in the future and share evidence that they have experience doing so in the past.

13. Does the OFE have additional "Human Subject Application and Protection" application requirements related to reviewing data?

    A: No; however, applicants should comply with any special research requirements of their sponsoring organizations (e.g., a university).

14. Should we (as community-based organizations) establish our partnerships with schools before we complete the proposal so we can describe them in the application?

    A: Lead applicants proposing a program that includes a partnership or partnerships with other organizations and/or schools should identify the partner(s) with whom they will work, if possible.

15. Does OFE help pair organizations with schools?

    A: No, organizations are encouraged to reach out to schools that educate students similar to those they are well positioned to serve.

16. Can OFE provide a list of other groups that attend the Summer Learning information sessions?

    A: Representatives of the following organizations attended one or both of the information sessions:

    - Academic Achievers
    - Beacon Hill International School
    - Chinese Information and Service Center
    - Community Day School Association
    - El Centro de la Raza
    - Empowering Youth and Families Outreach
    - Hamlin Robinson Learning Center
    - Literacy in the Community
    - Neighborhood House
    - Seattle University
    - Tiny Tots Development Center
    - University of Washington
    - University of Washington - Indigenous Wellness Research Institute
    - Woodland Park Zoo
    - YMCA of Greater Seattle

Staffing Requirements

17. What does the term "qualified teachers," found in the application scoring criteria, refer to?

    A: Proposals should describe the qualifications that sought when hiring teachers to deliver high quality academic instruction. This may include certification, though certification is only mandatory when required by an applicant's internal rules and regulations.

18. Would teachers that have master's degrees but no certification in the subject matter they will be teaching be considered qualified?

    A: Reviewers will assess the adequacy of all qualifications proposed by applicants in context of the rationale provided within the submission.

19. What does it mean to be compliant with the SPS collective bargaining agreement (CBA)?

    A: SPS schools awarded funds must comply with the collective bargaining agreement when hiring teachers for the summer. Community organizations may develop their own hiring processes, in accordance with their own organizational policies and those of their partners.