



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12 Education

Ira Schwartz, Assistant Commissioner
Office of Accountability
55 Hanson Place, Room 400
Brooklyn, New York 11217
Tel. (718) 722-2796 / Fax: (718) 722-4559

Date: October 2, 2015
To: Superintendents and Educational Partnership Organizations (EPOs) responsible for Persistently Struggling and Struggling Schools
From: Ira Schwartz
Re: 2015-16 Progress Reporting and Performance Management for Schools Under Receivership

As a part of the New York State Education Department's (NYSED or "the Department") effort to hold schools and districts accountable for the results to be achieved in Persistently Struggling and Struggling Schools, the Department has established a progress reporting and performance management process for the 2015-16 school year. This process consists of quarterly reports, performance review telephone calls, and on-site monitoring.

Quarterly Reporting

Submission of quarterly reports by a School Receiver or Educational Partnership Organization (EPO) is required by Education Law 211-f. The primary purpose of these reports is to assist the school community, Commissioner, and Board of Regents to determine the extent to which schools under Receivership are on track to achieve their selected performance indicators and how well districts/EPOs are utilizing school-level data to monitor and adjust plan implementation. Each report consists of the following five components:

1. Executive Summary – Districts/EPOs are required to provide a plain-language summary of the quarterly report that addresses the implementation of key strategies, engagement of the community, use of Receivership authority, and progress towards achievement of the progress targets and goals for Level 1 and Level 2 indicators. The summary should be written in terms easily understood by the community-at-large and made available to the public by the school's district office and posted on the district's web-site.
2. Key Strategies – Districts/EPOs are required to report on the extent to which key strategies delineated in a school's Intervention Plan are being successfully implemented and any specific actions and strategy modifications that are being made in response to evidence collected and analyses conducted.
3. Receivership Actions – Districts/EPOs are required to report during the current reporting quarter on the work of the Community Engagement Teams (CET) and the use of Superintendent Receivership powers.
4. Analysis of Indicators – Districts/EPOs are required to report on Level 1 and Level 2 indicators with respect to the type, nature and frequency of actions/analyses used to identify the status of each indicator during the current reporting quarter and any actions that have been taken to ensure that the indicators are achieved.

5. ***Budget/Fiscal*** – NYSED expects districts/EPOs to monitor the draw-down of funds for approved activities at regular intervals throughout the project period to ensure that intended outcomes of the proposed activities are having their expected impact and that appropriate course-corrections are made as applicable.

Districts/EPOs are required to self-assess the status of implementation for all strategies, actions and indicators included in the quarterly report. It is expected that the ratings represent rigorous reflection on the part of the school receiver/EPO and emphasize the impact of implementation on academic performance. The following definitions should be used to determine each rating:

Green	Expected results for this phase of the project are fully met, work is within the budget, and the school is fully implementing this strategy <i>with impact</i> .
Yellow	Some barriers to implementation/ outcomes/ spending exist; with adaptation/correction school will be able to achieve desired results.
Red	Major barriers to implementation/ outcomes/ spending encountered; results are at-risk for not being realized; major strategy adjustment is required.

Quarterly reports are intended to be completed by the superintendent (or his/her designee) or by EPO leadership and submitted electronically to both Receivership@NYSED.gov and Turnaround@NYSED.gov. While school-level leadership may be contributing some of the information contained in the reports, NYSED expects that superintendents and district/EPO staff review and validate accuracy of the information being reported. School Receivers are expected to give CET’s the opportunity to review the draft quarterly report and provide comments and suggestions to the Receiver before the report is submitted.

District/EPO staff is required to submit quarterly reports on the following dates:

• October 30, 2015	• January 29, 2016
• April 29, 2016	• July 29, 2016

Performance Review Telephone Calls

Performance review conversations will be held with superintendents, EPOs, and district-level staff directly involved in the oversight of schools under Receivership. These phone calls are intended to complement and elaborate on the written quarterly reports. District/EPO staff members are expected to have substantive knowledge of the school-level projects from an oversight and support perspective.

During the calls, districts/EPOs will be asked to spend several minutes discussing the performance and progress of each school, highlighting areas of strength as well as challenges encountered. In addition, NYSED staff will ask follow-up questions centered on understanding the work that districts and schools are doing as they relate to intended results. An emphasis will be placed on the quality of evidence that the districts/EPOs provide to support their assessments of performance to date, as well appropriate course-correcting actions.

In most cases, performance review telephone calls will be scheduled quarterly to coincide with the submission of written reports. Larger districts (New York City, Buffalo, Rochester, Syracuse and Yonkers) with many schools under Receivership will have telephone calls on a monthly basis to avoid

overly burdensome agendas. Monthly telephone calls to larger districts will use the most recent quarterly report as the basis of these discussions.

On-site Monitoring

In addition to written quarterly reports and performance review conversations, NYSED staff may, depending on need, conduct on-site visits to any one or a number of schools under Receivership in a district. The following guiding questions are used to frame the monitoring visits:

1. Does the school climate appear to be safe and conducive to learning?
2. How well does school leadership articulate key strategies for turning around the school?
3. What are the on-going results observed by school leadership and how well do they predict the likelihood of meeting school goals?

Monitoring visits may be conducted with or without notification and district staff may or may not be present. Debriefing may occur on-site at the time of the visit, at the district office at the conclusion of a series of visits, or in written form as a document sent to the district electronically.

Further, if a school selects one of the Tenets from the Diagnostic Tool for School and District Effectiveness (DTSDE), an Integrated Intervention Team (ITT) will schedule and conduct an NYSED-led on-site review.

Additional Information

Please find attached with this memo the *Receivership Quarterly Report* for the 1st quarter. Additional reports and Receivership resources may be found at the Office of Accountability's web-site <http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html>.

The Department will contact districts/EPOs directly in the near future to schedule upcoming performance review telephone calls, and an agenda specific to these telephone calls will follow electronically.

A webinar entitled "2015-16 Progress Reporting for Schools Under Receivership" will be conducted on Thursday, October 8, 2015 at 2:00 p.m., prior to submission of the first quarterly report to provide additional information and address questions or concerns. Please invite the staff members in your district that will be working on the 2015-16 Progress Reporting for schools to participate in the webinar. In preparation for the webinar, please share with your staff the webinar details and the attached First Quarter Report Template.

Details are as follows:

Webinar Topic: 2015-16 Progress Reporting for Schools Under Receivership

Date: October 8, 2015

Time: 2:00 p.m. ET

Duration: 1 hour 45 minutes

Presenters: Ira Schwartz, Andrew McGrath and LoriAnn Curtin

Webinar Address: <https://meetny.webex.com/meetny/onstage/g.php?d=317903596&t=a>

Webinar Event Number: 317 903 596

Webinar Password: NYSED1

Thank you in advance for your cooperation and support. If you have any additional questions, please feel free to contact the New York State Education Department at Receivership@NYSED.gov and Turnaround@NYSED.gov.

Enclosure

cc: School Board Members of Districts with Struggling and Persistently Struggling Schools