



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

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NYS FIELD MEMO

To: Superintendents with Identified Persistently Struggling and Struggling Schools, Educational Partner Organizations with Identified Persistently Struggling and Struggling Schools

From: Ira Schwartz, Assistant Commissioner

Subject: Clarification of the Timelines and Requirements of Receivership

Date: August 2015

As you move forward to comply with the requirements associated with Education Law 211-f and Commissioner's Regulations §100.19, I would like to provide you with further clarification on the timelines and the plan requirements associated with Receivership.

NYSED Review of School Comprehensive Education Plans (SCEPs) for Provisional Approval

School Comprehensive Education Plans for all Persistently Struggling and Struggling Schools that do not have approved 1003(g) School Improvement Grants (SIG) or School Innovation Fund (SIF) grants were due on July 31, 2015, unless an extension was granted by the New York State Education Department (NYSED or "the Department"). The Department expects by the first week of September to complete reviews of all plans submitted on or before July 31, 2015. These plans will be reviewed to ensure that they meet the existing standards set by the Department for approval. If the Department requires additional information in order to provisionally approve a plan, the district will have ten (10) business days from receipt of the Department's request to provide the information. A Superintendent will not be able to act as Receiver in identified schools that do not have a provisionally approved plan.

Clarification Regarding Submission Timelines for Identified Schools with SCEP, SIG, SIF or Out of Time Plans

In my July 15 and August 3 letters to districts, I indicated that in order to receive final approval of the identified school's SCEP, SIG, SIF or Out of Time plan, and for the Superintendent to continue to be vested with the powers of the Receiver, the district is required to submit specific documents and evidence for each identified school. The deadline for submission of the Community Engagement Template and evidence; the Public Notification and Hearing Requirements Template and evidence; and the Demonstrable Improvement Template remains September 30, 2015 for all identified schools, regardless of the type of school

improvement plan submitted to the Department. These materials must be submitted to the Department at Receivership@nysed.gov.

However, in order to provide adequate time for each Community Engagement Team (CET) to review and provide suggestions for revisions to the provisionally approved plan, NYSED has revised the required timeline for this requirement. Districts now have 60 days from the date of the Department's provisional approval of the plan (or until September 30, 2015, whichever date is later) to provide evidence that the CET has reviewed and provided recommendations on the plan, to respond to the CET recommendations, and to submit any revisions made to the plan based upon the CET recommendations.

Please review the following examples to understand the differentiated timelines:

- 1) If the district has a Persistently Struggling School or Struggling School with a SIG Continuation Grant that was provisionally approved on July 3, 2015, the district would submit the CET recommendations and SIG plan revisions to the Department by September 30, 2015, since 60 days from the provisional approval date would be September 3, 2015.
- 2) If the district has a Persistently Struggling School or Struggling School with a SIG Continuation Grant that was provisionally approved on August 4, 2015, the district would submit the CET recommendations and any SIG plan revisions to the Department by October 5, 2015 in order to meet the requirement to submit those materials within 60 days of provisional approval.
- 3) If the district has a Persistently Struggling School or Struggling School with a SCEP that was provisionally approved on August 28, 2015, the district would submit the CET recommendations and any SCEP plan revisions to the Department by October 28, 2015 in order to meet the requirement to submit those materials within 60 days of provisional approval.
- 4) If the district has a Persistently Struggling School or Struggling School that is also identified as an Out of Time School, with a SCEP that was provisionally approved on August 28, 2015, the district would submit the CET recommendations and any SCEP plan revisions to the Department by October 28, 2015 in order to meet the requirement to submit those materials within 60 days of provisional approval.
- 5) If the district has a Persistently Struggling or Struggling School that has been awarded a new SIG grant, with a SIG 6 Cohort plan that is preliminarily approved on August 28, 2015, the district would submit the CET recommendations and any SIG plan revisions to the Department by October 28, 2015 in order to meet the requirement to submit those materials within 60 days of provisional approval.

To verify the date of approval of your district's school improvement plan (SCEP, SIG or SIF), and the date by which your provisional approval expires, please visit the following website: <http://www.p12.nysed.gov/accountability/de/documents/PSSandSSLwithSIGandSIFoverlap081415.xlsx>. Department staff will be updating the chart weekly.

The Process and Format for Submission of Community Engagement Team (CET) Recommendations and Plan Revisions

The Superintendent Receiver must within 60 days of the date of provisional approval of a plan (or September 30, 2015, whichever date is later) submit to the Department the following:

- Evidence of CET review of the plan, such as a review sign off sheet or meeting agendas.
- The enclosed Community Engagement Team Plan Recommendations and Superintendent Receiver Response Template signed by the Superintendent Receiver. Within the template, the Superintendent Receiver must list each of the CET recommendations, identify (for each recommendation) whether they were incorporated into the plan, provide the rationale for the decision, and indicate where (if applicable) the recommendations have been incorporated into the plan.

After the aforementioned required documents are submitted and the plan is approved in its final form by SED, the district will need to post the final SED approved version of the plan to their district website. The district must provide SED with the link to the page on the district's website where the revised plan and the Community Engagement Team Plan Recommendations and Superintendent Receiver Response Template will be posted, within one week of final approval of the plan. *Please note:* For a Persistently Struggling or Struggling School with an approved SIG Continuation plan, this will be a new requirement. In the past, districts have only been required to post the initial SIG plan on the district website, not the SIG Continuation plan.

If the identified school has a provisionally approved SIG or SIF grant, any revisions to the plan should be shown using the track changes function in Microsoft Office. The required materials should be sent both to the School Turnaround Office at TURNAROUND@nysed.gov, and to Receivership@nysed.gov.

If the identified school has a provisionally approved SCEP, any changes to the plan should be shown using **BLUE** text on the SCEP excel sheet. The required materials should be sent to both the Title I Office at fdip@nysed.gov, and to Receivership@nysed.gov.

In the near future, the Office Accountability will be posting a Frequently Asked Questions document on the NYSED Receivership website, which can be found at <http://www.p12.nysed.gov/accountability/de/SchoolReceivership.html>. Additionally, the Department is working to create a schedule of technical assistance webinars and conference calls for districts implementing receivership. The Office of Accountability will also be sending you additional information regarding the submission by the Superintendent Receiver of a quarterly written report to the board of education, the Commissioner and the Board of Regents no later than October 30, January 31, April 30, and July 31 of each year, as required by Commissioner's Regulations. Quarterly reports, together with a plain-language summary thereof, must be made publicly available in the school district's offices and posted on the school district's website, if one exists. These reports will be used as the basis for Performance Management calls with districts regarding progress in implementing receivership plans and achieving selected Demonstrable Improvement indicators. If you have any questions regarding the information in this memo, or regarding Receivership, please e-mail them to Receivership@nysed.gov.

We look forward to supporting your efforts to use Receivership as a tool for improving outcomes for students in schools in your district that are participating in this initiative.

Community Engagement Team (CET) Recommendations for School Intervention Plan (SIG, SIF or SCEP) and Superintendent Receiver Response

School Name:	
District:	
Superintendent:	

Directions:

1. This template must be completed for each identified Persistently Struggling or Struggling School that has a provisionally approved school intervention plan (SIG, SIF, or SCEP) within the district and is therefore under a Superintendent Receiver.
2. Please attach a copy of the CET's recommendations, as they were originally received by the Superintendent Receiver.
3. Please complete the following template explaining the Superintendent Receiver's efforts to incorporate the Community Engagement Team's recommendations, if any, into the identified school's provisionally approved school intervention plan (SIG, SIF, or SCEP). Within the template, please list each of the CET recommendations, and identify for each recommendation whether they were incorporated into the plan, the Superintendent Receiver's rationale for the decision, and where (if applicable) the recommendations have been incorporated into the plan.

CET Recommendation	Recommendation incorporated, incorporated with modifications, or not incorporated into the plan?	Superintendent Receiver Rationale for Decision	Where in the plan has the recommendation been incorporated, if applicable? Please provide the page number and section in the plan where the recommendation has been incorporated.

I assert, by signing this document that I have received, reviewed and responded to each of the recommendations from the Community Engagement Team forwarded to me regarding the school intervention plan for this school.

Superintendent Receiver Signature

Date