



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

Ira Schwartz, Assistant Commissioner
Office of Accountability
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September 11, 2015

Dear Mr. :

As you are aware, Commissioner's Regulations §100.19 requires Persistently Struggling and Struggling Schools to make Demonstrable Improvement on indicators jointly selected by the New York State Education Department (NYSED or "the Department") and the district. I am writing to inform you that an Excel spreadsheet containing the list of Demonstrable Improvement indicators available for selection for each of the school(s) in your district has recently been e-mailed to your attention. The spreadsheet contains individualized information for each school, including the indicators available for selection by the school, the school's baseline performance, and goals and progress targets for each applicable indicator for the 2015-16, 2016-17, and 2017-18 school years.

As explained by Department staff during the July 22-23, 2015 Receivership Conference held in Albany, NY, schools will be assigned Level 1 and Level 2 indicators for which the school will have to make annual Demonstrable Improvement. More details about the Level 1 and Level 2 indicators, and the methodology used to determine Demonstrable Improvement is available in the PowerPoint presentation "Making Demonstrable Improvement: Request for Feedback" and posted online at:

<http://p12.nysed.gov/accountability/de/SchoolReceivership.html>.

Selecting Demonstrable Improvement Indicators for your School(s)

Please see Attachment A for instructions on how to select Demonstrable Improvement indicators for each of your school(s).

Proposing Local Indicators in lieu of Department listed Indicators

Districts have the option to propose local indicators (e.g., percent of students completing advanced coursework such as AP/IB and the percent of such students receiving specified scores on such examinations) in lieu of Department-listed indicators, should districts believe that there are local indicators that can be used to measure whether Demonstrable Improvement has occurred. Similarly, districts may propose a climate survey instead of the Violent and Disruptive Incident Report (VADIR) serious incidents metric that the Department will be using as a school safety indicator. Please note that district proposed local indicators and the climate survey are subject to Department approval. **Therefore, districts must select backup indicator(s) from NYSED provided indicators list, in the event the local indicator(s) and/or the climate**

survey is not approved by the Department. NYSED has developed a local indicator/climate survey template to provide guidance on how to submit the local indicator(s) and/or the climate survey as outlined in Attachment B. The Department will be hosting a live webinar on selecting Demonstrable Improvement indicators on Friday, September 18, 2015 at 2 p.m. The link to attend the webinar will be e-mailed to the Superintendents prior to the meeting. A recording of the webinar will be posted to the website:
<http://p12.nysed.gov/accountability/de/SchoolReceivership.html>.

Next Steps

Districts are requested to submit the selected Demonstrable Improvement indicators along with any district proposed local indicator(s)/climate survey to the Department by **Friday, October 2, 2015**.

Should you have any questions or need technical assistance selecting Demonstrable Improvement indicators, please e-mail us at receivership@nysed.gov. We wish you great success during the current school year and beyond.

Sincerely,

Ira Schwartz

cc: MaryEllen Elia
Beth Berlin
Charles Szuberla
Stephen Earley
Maxine Meadows-Shuford
Lisa Long

Attachment A

Selecting Demonstrable Improvement Indicators for your School(s)

NYSED has e-mailed to the Superintendent a Microsoft Excel file with the list of Demonstrable Improvement indicators available for selection for each of the Persistently Struggling and Struggling Schools in the district.

Please follow these steps to select the indicators:

1. Open the Microsoft Excel file with the Demonstrable Improvement indicators data. The file will open to the tab “school_worksheet.”
2. It is possible that the file will open with a notification “Security Warning: Macros have been disabled. Enable Content.” If so, please click on “Enable Content” for the file to work properly.
3. If the file opens with the message “Protected View. Office has detected a problem with this file. Editing it may harm your computer. Click for more details”. Click on the message and select the option “Edit Anyway.”
4. Select the school from the drop down menu for which you want to choose the indicators.
5. Each of the indicators will be displayed as Level 1 or Level 2. Most of the Level 2 indicators will have a drop down menu in the “Level” column that will allow the indicator to also be selected as a Level 2 as Level 1 indicator.

Pre-selected Level 1 Indicators and Selecting Level 2 as Level 1 Indicators

6. An elementary-middle (EM) or a high school (HS) must have a minimum of five Level 1 indicators; a school with both EM and HS grades must have a minimum of seven Level 1 indicators.
7. Level 1 indicators for which the school’s baseline is below the 2015-16 goal will be highlighted in yellow. These indicators have been pre-selected by the Department and cannot be changed.
8. An indicator counter is provided in cell C6 to display how many Level 1 and Level 2 as Level 1 indicators are selected.
9. If the school does not have the minimum required number of Level 1 indicators pre-selected, a message will be displayed stating “A school must have a minimum of 5 (7, if the school has EM and HS grades) Level 1 or Level 2 as Level 1 indicators.”
 - a. If this message is displayed, the school must select Level 2 as Level 1 indicators to meet the minimum requirement of five or seven indicators. Most of the Level 2 indicators will have a drop down in the “Level” column that will allow the indicator to be selected as a Level 2 as Level 1 indicator.
10. Once the minimum count of Level 1 or Level 2 as Level 1 indicators are reached the message “A school must have a minimum of 5(7) Level 1 or Level 2 as Level 1 indicators” will disappear.
11. If the file does not display the message “A school must have a minimum of 5(7) Level 1 or Level 2 as Level 1 indicators,” then the school is not required to select any Level 2 as Level 1 indicators.
12. A Level 2 as Level 1 indicator will be weighted the same as a Level 1 indicator for calculating the Demonstrable Improvement index.

Selecting Level 2 Indicators

13. A school with EM or HS grades must have a minimum of five Level 2 indicators; a school with both EM and HS grades must have a minimum of seven Level 2 indicators.
14. Level 2 indicators for which the school's baseline is below the 2015-16 goals will be available for selection.
15. Schools must select the minimum five (seven, if the school has EM and HS grades) Level 2 indicators.
16. If the school does not have the minimum required count of Level 2 indicators selected, a message will be displayed stating "A school must have a minimum of 5(7, if the school has EM and HS grades) Level 2 indicators."
17. Once the minimum count of five (seven) Level 2 indicators is reached, the message "A school must select a minimum of 5(7) Level 2 indicators" will disappear.
18. Schools can select more than the minimum five (seven) Level 2 indicators.
19. Schools can select only one DTSDE Tenet Indicator. If more than one DTSDE Tenet Indicator is selected, a message will be displayed "Warning: Only one DTSDE Tenet Indicator can be selected." Please deselect the additional DTSDE Tenet Indicator(s).
20. After Level 2 selections are completed, use the drop down menu in the "Indicators Selected" column and uncheck "No." This will hide the unselected indicators.
21. Save the file with school's name and print a copy for your records.
22. Repeat steps 1 to 21 for all schools in your district.

Schools with Insufficient Level 1, Level 2 as Level 1 and Level 2 Indicators Available for Selection

The Department is aware that a few schools statewide have most of their indicator baselines above the 2015-16 goals and thus do not have sufficient indicators available for selection. There are also a few schools with the majority of indicators available for selection from a single performance area (e.g., majority of indicators are gap related or student growth related), thereby limiting the choice of indicators. Schools with the aforementioned insufficient or limited choice of indicators must seek prior approval from the Department to add indicators for which their baselines are already above the 2015-16 goals. The "above the goal" indicators selected must be spread across various performance areas.

For more details about the Level 1 and Level 2 indicators, and the methodology used to determine Demonstrable Improvement, please refer to the PowerPoint presentation "Making Demonstrable Improvement: Request for Feedback" posted online at: <http://p12.nysed.gov/accountability/de/SchoolReceivership.html>. The Department will be hosting a live webinar on selecting Demonstrable Improvement indicators on Friday, September 18, 2015 at 2 p.m. The link to attend the webinar will be e-mailed to the Superintendents prior to the meeting. A recording of the webinar will be posted to the website: <http://p12.nysed.gov/accountability/de/SchoolReceivership.html>.

Districts are requested to submit the selected Demonstrable Improvement indicators along with any district proposed local indicator(s)/climate survey to the Department by **Friday, October 2, 2015**. Should you have any questions or need technical assistance selecting Demonstrable Improvement indicators, please e-mail us at Receivership@nysed.gov.

Attachment B

Template for Submitting District Proposed Local Indicators Based on Performance Data

District may propose provisional local indicators for approval by New York State Education Department (NYSED). Districts should select state provided indicators as backup, in the event the local indicators are not approved by NYSED. The proposed indicator should be research based and should have a strong correlation to student academic performance. Please provide answers to the following questions in your proposal.

1	Who will be the district's contact person with respect to this local indicator? Include phone number and e-mail address.	
2	What is the name of the proposed local indicator?	
3	What is the rationale for proposing this local indicator? In other words, what does the proposed indicator provide that an existing state indicator does not?	
4	Should this indicator be considered a Level 1 or Level 2 indicator? Indicate the NYSED provided indicator for which the local indicator will substitute. (Level 1 indicators are those that will improve the academic achievement or safety of all students in the school. Level 2 indicators are those that will improve the academic achievement of a subgroup/cohort of students).	
5	Is the proposed indicator already used by the school/district? If it is an existing indicator, how long has it been in use, and for what purpose is it being used (e.g., planning, reporting, accountability)?	
6	If expressed as a percent, which students will be included in the Numerator? Do these students have an identification code in <i>SIRS Manual</i> , http://www.p12.nysed.gov/irs/sirs/home.html ? If yes, please provide the SIRS code(s) for the students.	
7	If expressed as a percent, which students will be included in the Denominator? Do these students have an identification code in <i>SIRS Manual</i> , http://www.p12.nysed.gov/irs/sirs/home.html ? If yes, please provide the SIRS code(s) for the students.	
8	What are the business rules that will be used to determine the performance standards for the indicator?	
9	What is the baseline performance for the school on the proposed indicator?	
10	What are the goals the school is setting for the 2015-16, 2016-17 and 2017-18 school years? (All schools using the local indicator must have the same yearly goals).	
11	In the event the school does not meet the goal, are there any progress targets (yearly gains/decreases) the school is setting to achieve? (All schools using the local indicator must have the same yearly progress targets).	
12	When will the data for this indicator be submitted to State Education	

	Department (preferably by August 31, 2016)?	
13	Are the data used for the indicator publicly available? If not publicly available, how will the data be shared with NYSED (e.g., e-mail, FTP)*	

*NYSED may audit the data submitted. Please keep detailed student records for all the data used to calculate the indicator. Personally identifiable information must be sent via postal mail only.

District-Proposed Local Indicator Based on Performance Data: Example

Note: This is an example; please provide more details with your proposal.

1	Who will be the district's contact person with respect to this local indicator? Include phone number and e-mail address.	MS. XYZ, 123-456-7890, xyz@csd.ny.us
2	What is the name of the proposed local indicator?	Grade 9 Course Passing Rate
3	What is the rationale for proposing this local indicator? In other words, what does the proposed indicator provide that an existing state indicator does not?	The reason that we wanted to focus on Grade 9 Course Passing Rate is because course passing is a predictor of future success. The reason we chose to develop our own indicator is that NYSED provided indicator #65 only measures percentage of 9 th graders earning 5 or more credits.
4	Should this indicator be considered a Level 1 or Level 2 indicator? Indicate which NYSED provided indicator will the local indicator substitute? (Level 1 indicators are those that will improve the academic achievement or safety of all students in the school. Level 2 indicators are those that will improve the academic achievement of a subgroup/cohort of students).	Level 2. We would like to use Grade 9 Course Passing Rate in place of NYSED indicator #65.
5	Is the proposed indicator already used by the school/district? If it is an existing indicator, how long has it been in use, and for what purpose is it being used (e.g., planning, reporting, accountability)?	No. We always collected this data but never followed up on it.
6	If expressed as a percent, which students will be included in the Numerator? Do these students have an identification code in <i>SIRS Manual</i> , http://www.p12.nysed.gov/irs/sirs/home.html ? If yes, please provide the SIRS	All students from #7 below who as of June 30, 2016 were reported in the Student Information Repository System (SIRS) with a Class Detail Outcome Code = P (Pass) for the Course Code (see Course Codes in the SIRS Manual at http://www.p12.nysed.gov/irs/sirs/home.html)

	code(s) for the students.	associated with the ELA and math course required by the district. (Also see State Codes and Descriptions at http://www.p12.nysed.gov/irs/courseCatalog/home.html)
7	If expressed as a percent, which students will be included in the Denominator? Do these students have an identification code in <i>SIRS Manual</i> , http://www.p12.nysed.gov/irs/sirs/home.html ? If yes, please provide the SIRS code(s) for the students.	All students who as of June 30, 2016 were reported in the SIRS with <ul style="list-style-type: none"> • Grade Level Code 09, or • Grade Level Code 14 (ungraded secondary-level students with disabilities) AND who were 17 years of age between July 1 and June 30 of the reporting year. Students dropping out will be added to the Denominator; transfers will not be included.
8	What are the business rules that will be used to determine the performance standards for the indicator?	<ol style="list-style-type: none"> 1. The Course Passing (CP) rate for the school for 2015-16 will be determined by dividing #6 by #7. 2. The course passing rate for the school for 2014-15 was determined using similar student definitions as outlined in #6 and #7 using 2014-15 student performance data. 3. Decimals will be rounded to the nearest whole number.
9	What is the baseline performance for the school on the proposed indicator?	For the 14-15 school year, 45% of our Freshmen passed both ELA and math courses.
10	What are the 2015-16, 2016-17 and 2017-18 goals the school is setting to achieve? (All schools using the local indicator must have the same yearly goals).	2015-16: 60%, 2016-17: 65%, 2017-18: 70%
11	In the event the school does not meet the goal, are there any progress targets (yearly gains/decreases) the school is setting to achieve? (All schools using the local indicator must have the same yearly progress targets).	Progress targets are a 5%, 10% and 15% increase from the 14-15 baseline year.
12	When will the data for this indicator be submitted to State Education Department (preferably by August 31, 2016)?	August 31, 2016
13	Are the data used for the indicator publicly available? If not publicly available, how will the data be shared with NYSED (e.g., e-mail, FTP)*	No. We will send the aggregate data to NYSED via e-mail.

* NYSED may audit the data submitted. Please keep detailed student records for all the data used to calculate the indicator. Personally identifiable information must be sent via postal mail only.

Template for Submitting Climate Survey Data

Note: District may propose to use climate survey data instead of the count of serious incidents reported in the Violent and Disruptive Incidents Report (VADIR). The survey should be a state approved survey or a DTSDE/APPR survey administered by an independent entity/vendor.

1	What is the name of the proposed survey?	
2	What is the rationale for proposing this survey? In other words, what does the proposed survey provide that an existing state indicator does not?	
3	What is the name of the vendor/entity administering the survey?	
4	Who will be the respondents for the survey (e.g., parents, caregivers, students, teachers, other staff)?*	
5	What are the respondent groups (e.g., parents, teachers, students) and how many persons will receive surveys in each group?	
6	What percent of the universe participated in the survey?	
7	How will the survey be administered (e.g., mailed to home, distributed at school)? Will the surveys be either anonymous or confidential?	
8	When will the survey be administered (e.g., September, May, quarterly, other)?	
9	Who is responsible for analyzing the survey results?	
10	What questions does the survey seek to answer that will be used as part of the local indicator? (Please list.)	
11	Identify the goals and targets for survey responses based upon results from a Likert scale or other scores.	

*The New York State Education Department (NYSED) may audit the data submitted. Please keep records of all survey responses used to report on this indicator.

Climate Survey: Example

1	What is the name of the proposed survey?	School Climate Survey 2015
2	What is the rationale for proposing this survey? In other words, what does the proposed survey provide that an existing state indicator does not?	Receive feedback whether the school provides a safe educational environment.
3	What is the name of the vendor/entity administering the survey?	XXXX, a vendor contracted by the district.
4	Who will be the respondents for the survey (e.g., parents, caregivers, students, teachers, other staff)?*	Parents/Legal Guardians/Caregivers (one survey per household), Students, Teachers (Full Time/Part Time), other staff who work with children.

5	What are the respondent groups (e.g., parents, teachers, students) and how many persons will receive surveys in each group?	Parent/Legal Guardian/Caregiver universe is 356. Student universe is 342 (less 14 medically excused). Teacher universe is 25. Other staff: 5
6	What percent of the universe participated in the survey?	Parents/Legal Guardians/Caregivers: 59% Students: 82%, Teachers: 95%, Other: 100%
7	How will the survey be administered (e.g., mailed to home, distributed at school, etc.)? Will the surveys be either anonymous or confidential?	Parents/Legal Guardians/Caregivers: mailed to home. Students: administered at school Teachers/Other staff: administered at school Survey results will be tallied by a third party and will be confidential.
8	When will the survey be administered (e.g., September, May, quarterly, other)?	September 2015 and May 2016
9	Who is responsible for analyzing the survey results?	A vendor contracted by the district.
10	What questions does the survey seek to answer that will be used as part of the local indicator? (Please list.)	1. Satisfied with education received at the school (not administered to Teachers/Other Staff). 2. Feels safe in the hallways, bathrooms, locker rooms, and cafeteria of the school. 3. School sets high academic standards for the students.
11	Identify the goals and targets for survey responses based upon results from a Likert scale or other scores.	1. Satisfied with education received at the school. Goal: Have 90% of Parent/Legal Guardian/Caregiver/Student respondents stating they are satisfied with the education received at the school. Progress Target: Have a 10% increase over the September administration of the survey. 2. Feels safe in the hallways, bathrooms, locker rooms, and cafeteria of the school. Goal: Have 95% of all respondents stating they feel safe at the school. Progress Target: Have a 20% increase over the September administration of the survey. 3. School sets high academic standards for the students. Goal: Have 90% of all respondents stating that the school sets high academic standards. Progress Target: Have a 10% increase over the September administration of the survey.

*The New York State Education Department (NYSED) may audit the data submitted. Please keep records of all survey responses used to report on this indicator.