



Ira Schwartz, Assistant Commissioner
Office of Accountability
55 Hanson Place, Room 400
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August 3, 2015

Dear Superintendent:

The New York State Education Department (NYSED or “the Department”) thanks you for your district’s participation in the July 22-23, 2015 School Receivership Conference in Albany, NY. For your convenience, the materials and PowerPoint presentations from the conference have been posted at:

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

In order to provide additional clarity and answer questions that may arise as you begin to implement School Receivership, the Department has reserved dedicated office hours to provide Receivership support via conference calls. The list of available dates and times can be found in Attachment A. Districts may reserve a conference call session by contacting Theresa Love, Secretary in the Office of Accountability, at (718) 722-2796 or Theresa.Love@nysed.gov. Conference call sessions will be scheduled in the order that requests are received. If there are specific questions you wish to have addressed during the phone call, we encourage you to submit them to receivership@nysed.gov prior to the conference call. We further encourage you to have all members of your team who attended the conference participate in the phone call, so that all stakeholders receive the same information.

Pursuant to Commissioner’s Regulation §100.19, superintendents are required to have a Department-approved School Comprehensive Education Plan (SCEP), 1003(g) School Improvement Grant (SIG) or School Innovation Fund (SIF) grant for the 2015-16 school year, in order to be vested with the powers of the Superintendent Receiver. Some schools received provisional approval of their SIG continuation grant prior to July 15, 2015, which was the date that the Department officially notified districts of a school’s identification as a Struggling or Persistently Struggling School. In those cases, July 15, 2015 will be used to calculate the date by which a district or an Educational Partnership Organization must submit the school’s completed Community Engagement Plan and Public Notification and Hearing Template¹ as an addendum to the school’s revised SCEP, SIG or SIF plan for 2015-16. 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/CopyofPSSandSSListwithSIGandSIFoverlap.xlsx>.

¹ The Community Engagement Plan Template and the Public Notification and Hearing Templates were provided to districts in the Department’s July 15, 2015 notification letters. The templates may also be found online at <http://www.p12.nysed.gov/accountability/de/CommunityEngagementPlanTemplate.docx> and <http://www.p12.nysed.gov/accountability/de/PublicNotificationandHearingRequirementsTemplate1.docx>.

Please be reminded that:

- By Wednesday, August 12, 2015, the district must have formed a Community Engagement Team for each identified school.
- By Friday, August 14, 2015, the district must provide notification to parents of students who attend each identified school.
- By Friday, August 14, 2015, the district must conduct public hearings in each identified school. ***If you would like to request an extension of the timeline for holding public hearings at any of your Persistently Struggling and/or Struggling Schools, please complete Attachment B and submit the request to the Department at: receivership@nysed.gov by Thursday, August 6, 2015.***
- Within 60 days of provisional approval of the school's plan, the district must submit the required Community Engagement plan and completed Public Notification and Hearing Template.
- By September 30, 2015 in order to receive final approval of the school's plan and continue to be vested with the power of a Receiver, the superintendent must have submitted a revised SCEP, SIG or SIF plan for each identified school that includes:
 - Evidence that the required parent notifications and public hearing² have occurred;
 - A Community Engagement Plan that meets the requirements outlined in Commissioner's Regulation §100.19 and provides evidence that a Community Engagement Team has been formed;
 - A completed Demonstrable Improvement Template with the metrics that have been selected for the identified school, including any locally developed metrics that are being submitted to the Commissioner for approval; and
 - Evidence that the Community Engagement Team (CET) has reviewed the SCEP, SIG, or SIF plan. If the CET has any recommendations, the superintendent must attach those recommendations to the SCEP, SIG, or SIF plan and describe whether those recommendations have been included in the revised plan. The description must include the superintendent's rationale for including or not including the recommendations in the plan.

As noted above, in order to receive final approval of plans, districts must work with the Department to determine the metrics to be used to determine Demonstrable Improvement. At the July 2015 School Receivership Conference, the Department proposed a method for determining the metrics and solicited feedback from attendees. Please note that the specific draft metrics, goals, and progress targets have now been posted at the following website: <http://www.p12.nysed.gov/accountability/de/PersistentlyStrugglingandStrugglingSchoolsIndicators.xlsx>.

² To assist you with your public hearings, the Department will be posting shortly an informational video regarding school Receivership on the school Receivership website: <http://p12.nysed.gov/accountability/de/SchoolReceivership.html>

Prior to August 31, 2015, the Department will provide districts with the template for selecting the Demonstrable Improvement metrics for each school, as well as provide additional information on how Demonstrable Improvement will be computed. The Demonstrable Improvement template must be submitted to the Department by Wednesday, September 30, 2015.

If you have any additional questions or concerns regarding implementation of School Receivership, please do not hesitate to contact the Office of Accountability via e-mail at receivership@nysed.gov.

We look forward to working with you in this endeavor and assisting you in providing the students of New York State the best education possible.

Sincerely,

A handwritten signature in black ink that reads "Ira Schwartz". The signature is written in a cursive style with a large initial "I".

Ira Schwartz

Enclosures

cc: MaryEllen Elia
Beth Berlin
Charles Szuberla

Attachment A
Dates and Times for Receivership Office Hours

Date	Time
Thursday, August 6, 2015	10:00 a.m. to 11:00 a.m.
Thursday, August 6, 2015	11:30 a.m. to 12:30 p.m.
Friday, August 7, 2015	1:30 p.m. to 2:30 p.m.
Friday, August 7, 2015	3:00 p.m. to 4:00 p.m.
Monday, August 10, 2015	9:30 a.m. to 10:30 a.m.
Monday, August 10, 2015	1:30 p.m. to 2:30 p.m.
Monday, August 10, 2015	3:00 p.m. to 4:00 p.m.
Tuesday, August 11, 2015	10:00 a.m. to 11:00 a.m.
Tuesday, August 11, 2015	11:30 a.m. to 12:30 p.m.
Wednesday, August 12, 2015	1:00 p.m. to 2:00 p.m.
Wednesday, August 12, 2015	2:00 p.m. to 3:00 p.m.
Wednesday, August 12, 2015	3:00 p.m. to 4:00 p.m.
Thursday, August 13, 2015	1:30 p.m. to 2:30 p.m.
Monday, August 17, 2015	9:30 a.m. to 10:30 a.m.
Monday, August 17, 2015	10:30 a.m. to 11:30 a.m.
Monday, August 17, 2015	11:30 a.m. to 12:30 p.m.
Tuesday, August 18, 2015	1:00 p.m. to 2:00 p.m.
Tuesday, August 18, 2015	2:00 p.m. to 3:00 p.m.
Tuesday, August 18, 2015	3:00 p.m. to 4:00 p.m.
Wednesday, August 19, 2015	1:00 p.m. to 2:00 p.m.
Wednesday, August 19, 2015	2:30 p.m. to 3:30 p.m.

Attachment B
2015-16 School Receivership
Request for Extension of Time Period to Hold Public Hearing

School Name:	
School BEDS Code:	
District Name:	
District BEDS Code:	
Proposed Date and Location of the Public Hearing Meeting:	
Please provide a brief rationale for an extension of the time period to hold the required Public Hearing. (Use additional sheets if necessary).	

Please briefly explain the steps that will be taken to ensure that this request for an extension of time to hold the Public Hearing leads to the district's timely completion of all Receivership requirements (Use additional sheets if necessary).

I certify that our district will complete all of the School Receivership requirements listed below in the prescribed time frame for the school stated above.

- Establishment of Community Engagement Team within 20 business days of identification of Struggling or Persistently Struggling Schools in the district.
- Notification to parents regarding school identification within 30 calendar days of identification of Struggling or Persistently Struggling Schools in the district.
- Submission of the Community Engagement Plan and Public Notification and Hearing Template as addendum to the SCEP, SIG or SIF plan for 2015-16 within 60 days after commencement of the provisional approval period.
- Submission of any revisions to the previously submitted SCEP, SIG, or SIF plan that has occurred based on work with the CET within by September 30, 2015.
- Submission of the Superintendent Receiver's Quarterly Reports:
 - 1st (October 30, 2015)
 - 2nd (January 29, 2016)
 - 3rd (April 29, 2016)
 - 4th (July 29, 2016)

Superintendent's Name:			
Superintendent's Signature:		Date:	