



University of the State of New York  
State Education Department

**2014 - 2015**

**District Comprehensive  
Improvement Plan (DCIP) and  
School Comprehensive  
Education Plan (SCEP)  
Templates  
Session #3**

# 2014–2015: Focus District Set-Asides Improvement and Parent Engagement

- ▶ 5–15% for Improvement
- ▶ 1% for Parent Engagement
- ▶ Set-Aside rates within the 2014–2015 DCIP Templates are calculated using the 2013–2014 Title I Part A, Title II Part A, and Title III Part A LEP allocations.
- ▶ An adjustment period determined by NYSED will occur after all final 2014–2015 allocations are posted.

# 2014–2015: Focus District Set-Asides DCIP Template – “District Info Sheet(1)”

District Information Sheet #1

**District Information Sheet**

District Grade Configuration		Total Student Enrollment		% Title I Population		% Attendance Rate	
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**Racial/Ethnic Origin of District Student Population**

% American Indian or Alaska Native		% Black or African American		% Hispanic or Latino		% Asian, Native Hawaiian/Other Pacific Islander		% White		% Multi-Racial	
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**Overall State Accountability Status**

Number of Focus Schools		Number of Priority Schools		Number of Local Assistance Plan Schools		Number of Schools in Status	0	Number of SIG(a) Recipient Schools		Number of SIG(g) Recipient Schools	
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**Set-Aside Calculation Based on Federal Funding**

Fund Source	Preliminary District Allocation	Improvement Set-Aside – Required Percentage	Mandated Set-Aside (Equivalent Amount)
Title I, Part A	#N/A	#N/A	#N/A
Title II, Part A	#N/A	#N/A	#N/A
Title III, Part A LEP (allocation listed only if required)	#N/A	#N/A	#N/A
<b>Total Federal Allocation Subject to Set-Aside</b>	<b>#N/A</b>	<b>#N/A</b>	<b>#N/A</b>

# 2014–2015: Focus District Set-Asides Accountability Addendum (p. 57)

LEA SET-ASIDE CALCULATION WORKSHEET					
(REQUIRED FOR ALL FOCUS DISTRICTS AND FOCUS OR PRIORITY CHARTER SCHOOLS)					
DIRECTIONS					
<p>1. In the chart below, enter the LEA allocations for Title I, Part A (do not include Title I, Part D), and Title II, Part A. If the LEA is identified for English Language Learners (ELL), enter the Title III LEP allocation also. ESEA allocations are posted at:  <a href="http://www.p12.nysed.gov/accountability/allocations/home.html">http://www.p12.nysed.gov/accountability/allocations/home.html</a></p>					
<p>2. LEAs with Title I, Part A allocations of <b>\$500,000 or more</b> must calculate <b>1% for Parent Involvement</b> and <b>1% for Parent Engagement</b>. LEAs with Title I, Part A allocations <b>less than \$500,000 only</b> calculate <b>1% for Parent Engagement</b>.</p>					
<p>3. Enter the Improvement set-aside rate required by NYSED.  <a href="http://www.p12.nysed.gov/accountability/documents/SchImpSetAsideFinal.xls">http://www.p12.nysed.gov/accountability/documents/SchImpSetAsideFinal.xls</a>            Calculate the required set-asides.</p>					
<p>4. The List of Allowable Improvement Activities (pages 56-59) is included for reference.</p> <ul style="list-style-type: none"> <li>• Districts must document all required School Improvement set-aside amounts in the DCIP and the budget narrative for any applicable grants.</li> <li>• Charter Schools are not required to submit the DCIP and must document required School Improvement set-asides in the budget narrative for applicable grants.</li> </ul>					
<b>Allocations:</b>					
Title I, Part A					
Title II, Part A					
Title III LEP (if applicable)		<b>Note:</b> If the LEA is NOT identified for ELL performance, leave this line blank.			
<b>Requirement</b>	<b>Rate</b>	<b>Title I amount</b>	<b>Title II amount</b>	<b>Title III amount</b>	<b>Total required</b>
Parent Involvement	1%		N/A	N/A	
Parent Engagement	1%		N/A	N/A	
Improvement					

# 2014–2015: Prioritized Funding Matrix

## General Information

- ▶ HEDI ratings from DTSDE reviews will be used to prioritize how improvement reserve funds are budgeted.
- ▶ Pre-determined percentages for each Tenet
- ▶ Tier I – Prioritized Activities
- ▶ Tier II – Allowable Activities
- ▶ There is flexibility based on HEDI ratings and/or Tenets that have not been reviewed.

<http://www.p12.nysed.gov/accountability/consolidatedappupdate/1415/PrioritizedFundingMatrix.doc>

# 2014–2015: Prioritized Funding Matrix Tenet-Specific Reserve Percentages

Tenet	Minimum Portion of Improvement Reserve
Tenet 1: District Leadership & Capacity	The district must allot a minimum amount equal to 10% of the total Improvement Reserve. At least half of the minimum amount (5%) must be spent for Tier 1 Activities.
Tenet 2: School Leader Practices & Decisions	The district must allot a minimum amount equal to 10% of the total Improvement Reserve. At least half of the minimum amount (5%) must be spent for Tier 1 Activities.
Tenet 3: Curriculum Development & Support	The district must allot a minimum amount equal to 25% of the total Improvement Reserve. At least half of the minimum amount (12.5%) must be spent for Tier 1 Activities.
Tenet 4: Teacher Practices & Decisions	The district must allot a minimum amount equal to 25% of the total Improvement Reserve. At least half of the minimum amount (12.5%) must be spent for Tier 1 Activities.
Tenet 5: Student Social & Emotional Developmental Health	The district must allot a minimum amount equal to 15% of the total Improvement Reserve. At least half of the minimum amount (7.5%) must be spent for Tier 1 Activities.
Tenet 6: Family & Community Engagement	The district must allot a minimum amount equal to 15% of the total Improvement Reserve. At least half of the minimum amount (7.5%) must be spent for Tier 1 Activities.

# 2014–2015: Prioritized Funding Matrix

## Tier I – Prioritized Activities

- ▶ Systemic Planning Training (Tier 1–1)
- ▶ Professional Development (Tier 1–2)
  - Administrators
  - Teachers
- ▶ Expanded Learning Time Programs
  - Planning (Tier 1–3)
  - Professional Development (Tier 1–3)
  - Implementation (Tier 1–4)
- ▶ Community Schools Programs
  - Planning (Tier 1–5)
  - Professional Development (Tier 1–5)
  - Implementation (Tier 1–6)

# 2014–2015: Prioritized Funding Matrix Tier II – Allowable Activities

The list of 28 Tier II Allowable Activities is available online at:

<http://www.p12.nysed.gov/accountability/consolidatedappupdate/1415/PrioritizedFundingMatrix.com>

Only proposed activities that directly align with the List of Allowable Activities count towards the set-aside requirement.

## 2014–2015: Prioritized Funding Matrix Tier II – Allowable Activities (cont'd)

- To be considered for the set-aside requirement, costs must meet the following general criteria:
  - Be necessary and reasonable for proper and efficient implementation of the DCIP and SCEPs.
  - Be permissible under applicable state and/or federal laws and regulations.
  - Conform to any limitations or exclusions set forth in the Grants Finance guidelines, laws or regulations, or other governing limitations as to types or amounts of cost items.
  - Must be used to supplement, not supplant any Federal, State or local educational funds that would otherwise be used for these activities.
  - Title I, IIA, and III funds will not always count towards meeting the set-aside requirement.

# 2014–2015: Prioritized Funding Matrix Flexibility Provision #1

If a district receives a HEDI rating of “Highly Effective” or “Effective” and 50% or more of reviewed Focus/Priority schools receive HEDI ratings of “Highly Effective” or “Effective” for a Tenet, then . . .

- ▶ The district will not be subject to the set-aside percentage for that Tenet.
- ▶ The district will have the flexibility to reallocate those funds to any allowable Improvement (Tier I or Tier II) activity in any Tenet.

# 2014–2015: Prioritized Funding Matrix Flexibility Provision #2

If neither a district nor its schools receive a DTSDE review for a particular Tenet, then . . .

- ▶ The district will have the flexibility to apply the minimum reserve to the non-reviewed Tenet or reallocate the minimum reserve to any allowable Tier 1 or Tier 2 Improvement activity in any Tenet that was reviewed and rated as “Ineffective” or “Developing.”

# 2014–2015: Prioritized Funding Matrix Flexibility Provision #3

Districts that can provide a compelling justification may appeal to spend less than the required reserve within a Tenet or to spend funds on activities other than those on the allowable list.

- ▶ Tier 2–28 – “A school may propose an alternative activity that aligns with one or more tenet areas to be approved by the NYSED. To gain approval, a district will provide a narrative that: (1) describes the activity; (2) lists the student data that led to this decision; (3) describes the theory behind this action and the expected student outcomes; (4) describes the changes in teacher practice that will occur as a result of this activity; and (5) describes the ongoing evaluation process.”

# 2014-2015: Prioritized Funding Matrix Entering District Data into the DCIP

Clipboard Font Alignment Number Styles Cells Editing

A1

1	LEA Name:							
2	BEDS Code:							
3								
4								
5	<b>2014-2015 District Comprehensive Independent Plan (DCIP)</b>							
6								
7	Contact Name			Title				
8	Phone			Email				
9	Website Link for Published Plan							
10								
11	APPROVAL OF THIS PLAN BY THE SUPERINTENDENT AND BOARD OF EDUCATION (IN NEW YORK CITY, THE CHANCELLOR OR THE CHANCELLOR'S DESIGNEE) IS MANDATORY.							
12								
13	Implementation is required no later than the first day of regular student attendance.							
14								
15	Signatures confirm the respective parties certify that the DCIP addresses all of the required components of the ESEA Flexibility Waiver as detailed on page 1 of this document and understand that any significant modification of the school district's approved plan require the prior approval of the commissioner.							
16								
17	THE SIGNATURES BELOW CONFIRM APPROVAL.							

ENTER DATA INTO YELLOW CELLS. ONCE BEDS CODE IS ENTERED, MULTIPLE DATA POINTS WILL AUTOMATICALLY PRE-POPULATE.

DCIPCoverPage DistrictLeadershipTeam DistrictInfoSheet(1) DistrictInfoSheet(2) DCIPOverview Prioritized Funding Matrix Tier 1 Prioritized Activities Tier 2 Allowable Activities

Ready Count: 19 90%

# 2014-2015: Prioritized Funding Matrix Entering District Data into the DCIP

Prioritized Funding Matrix											
Improvement Reserve											
Improvement % for this District			6%					MOST RESTRICTIVE USE OF FUNDS		←	→ LEAST RESTRICTIVE USE OF FUNDS
List Required Reserve (in Dollars)			\$192,218								
Tenet Area	Tenet-Specific Reserve Percentage	Tenet-Specific Reserve Amount	Has the District received a HEDI Score of "Highly Effective" or "Effective" for this Tenet?	How many identified schools received a DTSDE review of this Tenet?	How many identified schools received a rating of "Highly Effective" or "Effective" for this Tenet?	Is the district required to reserve a portion of their Improvement Set-Aside Funds for this Tenet?	The district <u>must</u> allocate <u>at least</u> this amount of the Tenet-specific reserve amount for Tier 1 activities mapped to this Tenet (to be reflected on the "Tier 1 Prioritized Activities" tab).	The district <u>may</u> allocate <u>up to</u> this amount of the Tenet-Specific reserve amount for Tier 1 or Tier 2 activities mapped to this Tenet.	The district must allocate this amount of Tenet-Specific reserve for Tier 1 or Tier 2 activities mapped to this Tenet <u>or</u> may reallocate this amount for Tier 1 or Tier 2 activities in any Tenet highlighted in <b>RED</b> in Column H.	The district may allocate this amount of Tenet-Specific reserve for Tier 1 or Tier 2 Activities in <u>any</u> Tenet.	
Tenet 1	10.0%	\$19,222				Yes	\$9,611	\$9,611	\$0	\$0	
Tenet 2	10.0%	\$19,222				Yes	\$9,611	\$9,611	\$0	\$0	
Tenet 3	25.0%	\$48,054				Yes	\$24,027	\$24,027	\$0	\$0	
Tenet 4	25.0%	\$48,054				Yes	\$24,027	\$24,027	\$0	\$0	
Tenet 5	15.0%	\$28,833				Yes	\$14,416	\$14,416	\$0	\$0	
Tenet 6	15.0%	\$28,833				Yes	\$14,416	\$14,416	\$0	\$0	
							\$96,109	\$96,109	\$0	\$0	
							50.0%	50.0%	0.0%	0.0%	

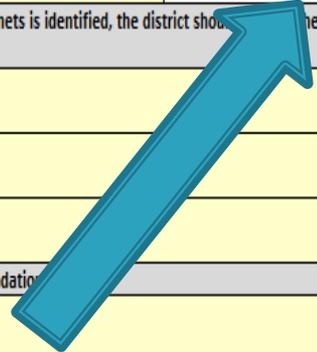
# 2014-2015: Prioritized Funding Matrix

## Entering District Data into the DCIP

Prioritized Funding Matrix										
Improvement Reserve										
Improvement % for this District				6%				MOST RESTRICTIVE USE OF FUNDS		← → LEAST RESTRICTIVE USE OF FUNDS
List Required Reserve (in Dollars)				\$192,218						
Tenet Area	Tenet-Specific Reserve Percentage	Tenet-Specific Reserve Amount	Has the District received a HEDI Score of "Highly Effective" or "Effective" for this Tenet?	How many identified schools received a DTSDE review of this Tenet?	How many identified schools received a rating of "Highly Effective" or "Effective" for this Tenet?	Is the district required to reserve a portion of their Improvement Set-Aside Funds for this Tenet?	The district <u>must</u> allocate <u>at least</u> this amount of the Tenet-specific reserve amount for Tier 1 activities mapped to this Tenet (to be reflected on the "Tier 1 Prioritized Activities" tab).	The district <u>may</u> allocate <u>up to</u> this amount of the Tenet-Specific reserve amount for Tier 1 or Tier 2 activities mapped to this Tenet.	The district must allocate this amount of Tenet-Specific reserve for Tier 1 or Tier 2 activities mapped to this Tenet <u>or</u> may reallocate this amount for Tier 1 or Tier 2 activities in any Tenet highlighted in <b>RED</b> in Column H.	The district may allocate this amount of Tenet-Specific reserve for Tier 1 or Tier 2 Activities in <u>any</u> Tenet.
Tenet 1	10.0%	\$19,222	No			Yes	\$9,611	\$9,611	\$0	\$0
Tenet 2	10.0%	\$19,222	No	12	6	Yes	\$9,611	\$9,611	\$0	\$0
Tenet 3	25.0%	\$48,054	Yes	12	5	Yes	\$24,027	\$24,027	\$0	\$0
Tenet 4	25.0%	\$48,054	Yes	12	6	No	\$0	\$0	\$0	\$48,054
Tenet 5	15.0%	\$28,833	Not Rated	0	0	No	\$0	\$0	\$28,833	\$0
Tenet 6	15.0%	\$28,833	Yes	8	4	No	\$0	\$0	\$0	\$28,833
							\$43,249	\$43,249	\$28,833	\$76,887
							22.5%	22.5%	15.0%	40.0%

# 2014-2015: Prioritized Funding Matrix Throughout the Template

Tenet 2: School Leader Practices and Decisions										
A. Statement of Practice Addressed				B1. HEDI Rating	B2. HEDI Rating Source			B3. Tenet Specific Reserve Required		
								Yes		
C. Major Recommendation(s)/Rationale: In the boxes below identify the major recommendation(s) and source citation; if a need that is not contained in a major recommendation but is aligned to the 6 tenets is identified, the district should identify the identified need within the plan and provide a strong rationale explaining why the need is being addressed.										
Recommendation / Rationale #1 -										
Recommendation / Rationale #2 -										
Recommendation / Rationale #3 -										
D1. Goal(s): Must be in direct alignment with the achievement of the major recommendation or identified need. They should be written as specific, measurable, attainable, and relevant to the recommendation.										
Goal #1										
Goal #2										
Goal #3										
D2. Goal(s): List the number of the goal to which the proposed activity aligns.	E. Activity(ies): Must detail the actions that will take place in order to achieve the identified goal(s).	F. Improvement/ Parent Engagement Set-Aside: Identify if the activity satisfies one of the mandated set-aside requirements.	G. Allowable Activity: If the activity satisfies the Improvement set-aside, indicate the applicable allowable activity supported.	H. Fund Source(s): Identify all Federal, State, and Local fund sources that will be used for the completion of each activity.	I. District Cost(s): Identify the district cost associated with each fund source.	J1. Targeted Schools: Identify the school(s) targeted by each activity.	J2. Targeted Schools: Identify the identification status of each targeted school.	K1. Timeline: Identify the projected start date for each activity.	K2. Timeline: Identify the projected end date for each activity.	



# 2014-2015: Prioritized Funding Matrix Throughout the Template

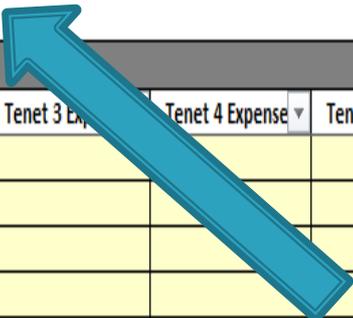
Fiscal Summary Page #1

Improvement Set-Aside Budget Summary by Tenet

	Tenet 1 Expenses	Tenet 2 Expenses	Tenet 3 Expenses	Tenet 4 Expenses	Tenet 5 Expenses	Tenet 6 Expenses	TOTALS
MUST THE DISTRICT MAKE A TENET SPECIFIC RESERVE?	Yes	Yes	Yes	No	No	No	
% OF IMPROVEMENT RESERVE THAT <u>MUST</u> BE ALLOCATED TO THIS TENET	10%	10%	25%	0%	0%	0%	45%
AMOUNT OF IMPROVEMENT RESERVE THAT <u>MUST</u> BE ALLOCATED TO THIS TENET	\$19,222	\$19,222	\$48,054	\$0	\$0	\$0	\$86,498
% OF IMPROVEMENT EXPENDITURES <u>ACTUALLY</u> ALLOCATED TO THIS TENET	0%	0%	0%	0%	0%	0%	0%
AMOUNT OF IMPROVEMENT RESERVE <u>ACTUALLY</u> ALLOCATED TO THIS TENET	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Improvement Set-Aside Budget Summary by School and Tenet

Name of Identified School	Accountability Status	Tenet 1 Expense	Tenet 2 Expense	Tenet 3 Expense	Tenet 4 Expense	Tenet 5 Expense	Tenet 6 Expense	Total Expenses
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0



## 2014-2015: Housekeeping

- ▶ Final plans **MUST** be submitted no later than July 31, 2014 via email to [CONAPPTA@MAIL.NYSED.GOV](mailto:CONAPPTA@MAIL.NYSED.GOV)
- ▶ Final plans must be submitted in the Excel format. Do not PDF the plan files.
- ▶ PDF the signature pages **ONLY**.
- ▶ Set-Aside rates for the 2014-2015 plans are calculated using the 2013-2014 Title I Part A, Title II Part A, and Title III Part A LEP allocations.
- ▶ An adjustment period determined by NYSED will occur after all final 2014-2015 allocations are posted.

# QUESTIONS????

- ▶ Please enter any questions you may have into the chat feature.



# CONTACT INFORMATION

[CONAPPTA@mail.nysed.gov](mailto:CONAPPTA@mail.nysed.gov)



Subject: DCIP\_SCEP EXCEL