**NYS FIELD MEMO**

Date: December 6, 2017

To: Superintendents of Non-Receivership Schools implementing a 1003(g) School Improvement Grant (SIG).

From: Dr. Kimberly Young Wilkins, Assistant Commissioner

Re: **2017-18 Progress Reporting and Performance Management for**

**Non-Receivership Schools receiving SIG 1003(g) funding**

 As part of the New York State Education Department’s (NYSED) effort to hold schools and districts accountable for the results to be achieved in Priority schools implementing a SIG plan, the Department’s Office of Innovation and School Reform (OISR) has re-established a progress reporting and performance management process for the 2017-18 school year. This process will consist of two reports annually, performance review conference calls (if applicable), and on-site monitoring.

**Reporting for Non-Receivership Schools implementing SIG Grants**

 For non-Receivership schools that are implementing a SIG, quarterly reports are not required. Instead, non-Receivership schools implementing a SIG plan will be required to complete two reports annually. The first mid-year report will be due on January 31, 2018, and the second required report will be the 2018-19 SIG Continuation Plan which will be due on April 30, 2018. These report templates will be sent to you separately, and will also be posted on the OISR website listed above.

**Performance Review Telephone Calls for Non-Receivership Schools implementing SIG Grants**

 At this time, performance review calls will only be held with non-Receivership schools implementing a SIG plan on a risk-analysis basis. If a performance review call is requested, we will contact the district to discuss the reasons and schedule the call.

**On-site Monitoring for Non-Receivership Schools implementing SIG Grants**

 On-site monitoring of non-Receivership schools implementing a SIG plan will depend on a risk-analysis basis, which will include a review of the school’s NYS assessment data within the past three years. Please see the attached Risk Monitoring Process.

**Fiscal Monitoring Process**

Schools receiving SIG 1003(g) funding will also be subject to fiscal monitoring as delineated in the attached Fiscal Monitoring Process memo.

**Additional Information**

 Again, the first mid-year report will be due on January 31, 2018, and should be submitted to the Office of Innovation and School Reform via the OISR@nysed.gov mailbox with the subject line reading: (name of school) District NR mid-year report.

Additional report templates and non-Receivership resources may be found at the Office of Innovation and School Reform’s website <http://www.p12.nysed.gov/oisr/> which will continually be updated.

 The Office of Innovation and School Reform will contact districts/EPOs directly, to schedule site visits and/or performance review calls, and as necessary, an agenda specific to these site visits will follow.

 Please note that the Final Expenditure Forms or FS-10Fs, for SIG or School Innovation Fund (SIF) grants were due to the Department within 90 days of the end date of the grant. All 2016-2017 SIG and SIF budget periods ended no later than August 31, 2017. The FS-10F forms can be found here: <http://www.oms.nysed.gov/cafe/forms/>.

 Lastly, updated SIG “School-level Baseline Data and Target-Setting Charts”, or “Attachment Bs”, were due for all non-Receivership SIG 4, 5, 6, and 7 schools on August 31, 2017; however, some districts indicated that they would like the opportunity to update the charts based on receipt of additional data. If you have not submitted the school’s Attachment B chart, please do so.

 If you have any additional questions, please feel free to contact the Office of Innovation and School Reform at 518-473-8852 or at OISR@nysed.gov.

 Thank you in advance for your cooperation and support and thank you for your continued work to improve the educational outcomes of the students in New York State.