OCM BOCES Network Team DIRECTIONS for filling out the Scope of Work (Student Outcomes and Work Plan, and the Activity Level Budget)

BEFORE GETTING STARTED, access your LEA Baseline Data:

- 1. Login into the NYSED Business Application Portal
- 2. Select the Information and Reporting Services Portal link.

	D .gov		
Business Portal FA	Q's	Reset Password Change Password Log Of	
	Welcome Lorianne De	forest Search Business P	ortal
	The NYSED	Application Business Portal	
	CLICK HERE for new Pa	ssword Change procedures for some applications	_
	My Applications		
Constant and a second	If the Superinte (DOES NOT A	Notice: endent or Principal has Changed PPLY to SUMMER SCHOOL PRINCIPALS)	
		Click Here	
	New York State	Student Identification System (NYSSIS)	
	Information a	and Reporting Services Portal (IRSP)	
	PIDI	Other Applications	
	For more information on our applications visit our <u>Online</u>	You may be required to sign in to access these applications	
	Approved Preschool Special Education	Child Nutrition Knowledge Center (CN)	
	Programs Site Search	Electronic Liberty Partnerships Program System (ELPPS)	
	 Inventory of Registered Programs 	 Impartial Hearing Reporting System (IHRS) 	
	 Look Up Postal Zip Codes 	<u>Rate Setting Unit (RSU)</u>	
	NYSED Public web site	System to Track and Account for Children (STAC)	
	Professional License Online Verification	Ieachers Certification (TEACH)	
	Searches	VESID PD System Login	

 Access LEA Baseline Data at the link below. This one-page document will provide all LEA baseline data required for Tables 1, 2, and 3 of the Student Outcomes Report and the first baseline in Table 4.

	Announcements											
	Race to the Top Final Scope of Work											
	Note: A revised version of the document, "Student Outcomes and Work Plan" is now available, replacing the previously-pot this version to complete your LEA's Final Scope of Work. Thank You.	osted document. Please use										
	Professional Staff State Identifiers File											
The professional staff State identifiers file is now available via the IRS Portal. Please download this file and load it into your human resource and student systems to use in reporting staff and student course grade information.												
	Id Name Actions Description Date Created Removable On Da	te Last Modified Date										
	14 Total Cohort Graduation Sept 28 2010 Download File Show Description 09/28/2010 01:45 PM	09/29/2010 03:15 PM										
	2 Differentiated Accountability Report Download File Show Description 09/09/2010 10:42 AM	09/14/2010 11:11 AM										
	1 Teacher ID File <u>Download File</u> <u>Show Description</u> 09/09/2010 10:41 AM	09/14/2010 11:07 AM										
	20 Race to the Top Final Scope of Work Download File Show Description 10/08/2010 08:42 AM 11/08/2010 12:00) AM										
	19 LEA Baseline Performance Data <u>Download File</u> <u>Show Description</u> 10/07/2010 07:51 AM 11/08/2010 12:00	AM										
	Upload Submission Periodically NYSED will request submissions from districts. Select 'Upload Files to NYSED' to review the list of current sub	omission requests										
	Upload Files to NYSED											
	Home Logout											

THEN, access the Race to the Top Scope of Work file (from the same portal):

1. Also at the <u>NYSED Business Portal</u>.

R N thi	Race to the Top Final Scope of Work Note: A revised version of the document, "Student Outcomes and Work Plan" is now available, replacing the previously-posted document. Please use this version to complete your LEA's Final Scope of Work. Thank You.											
Professional Staff State Identifiers File The professional staff State identifiers file is now available via the IRS Portal. Please download this file and load it into your human resource and student systems to use in reporting staff and student course grade information.												
Id	Name	Actions	Description	Date Created	Removable On Date	Last Modified Date						
14	Total Cohort Graduation Sept 28 2010	Download File	Show Description	09/28/2010 01:45 PM		09/29/2010 03:15 PM						
2	Differentiated Accountability Report	Download File	Show Description	09/09/2010 10:42 AM		09/14/2010 11:11 AM						
1	Teacher ID File	Download File	Show Description	09/09/2010 10:41 AM		09/14/2010 11:07 AM						
20	Race to the Top Final Scope of Work	Download File	Show Description	10/08/2010 08:42 AM	11/08/2010 12:00 AM							
19	LEA Baseline Performance Data	Download File	Show Description	10/07/2010 07:51 AM	11/08/2010 12:00 AM							
19 LEA Baseline Performance Data Download File Show Description 10/07/2010 07:51 AM 11/08/2010 12:00 AM Upload Submission Periodically NYSED will request submissions from districts. Select 'Upload Files to NYSED' to review the list of current submission requests Upload Files to NYSED												
Ut	pload Files to NYSED											

2. The two forms that need to be filled out by November 8th and submitted through the portal are the "Student Outcomes and Work Plan" and "Race To The Top Activity Level Budget." Forms are in the Microsoft Office 2003 format and must be submitted in this (or 2000) format. Changes in the file format may lead to your submission not being automatically loaded and the LEA will be asked to resubmit them in the correct format. Download the files to your PC, work to complete the documents "off-line" and when you are finished, compile the completed files into a single ZIP file for up-loading to the IRS Portal.

	New York State Race to the Top Plan PARTICIPATING LEA FINAL SCOPE OF WORK - STUDENT OUTCOMES AND WORK PLAN F10 700]		A) Agency Code:				q	RTTT AWARD
Student Outcomes and Work Plan	District Public Charter School Agency EDES Code Image: Code Code Code Code Code Code Code Code	Race To The Top Activity Level Budget	ACTINY COR	© CATIONES CATIONES AUTOMES AU	(2) October I., 1960 - June S2, J 1961 - June S2	(c) June 30, 2011 June 30, 2012 BUDGET 	(b) 2009 (2012) 2019 (2012) BUDOET BUDOET	(d) Addy 1, 2013 - September 23, 2014 BUDGET 24, 2014 - September 23, 2014 BUDGET 24, 2014 BUD	IV VOVAL BUSCORT BUSCOR

FOLLOW THESE DIRECTIONS:

1. Fill in the information on page 1 of the "Student Outcomes and Work Plan."

	District/Public Charter School Agency BEDS Code
Name of School D	strict or Public Charter School:
Contact Person:	
Title:	
Phone Number:	Email Address:
	Area Code
conducted in Conditions, contained in implementati Education D written notic submitted or	accordance with all applicable Foderal and State laws and regulations, application guidelines and instructions, the Terms as kosurances and Certifications for Foderal Program Funds Under the American Recovery and Reinvestment Act (ARR Appendix C of the Frinal Scope of Work Guidance Document, and that the requested budget amounts are necessary for the no of this project. It is understood by the applicant that this application constitutes an offer and, if accepted by the NY spartment or renegotiated to acceptance, will form a binding agreement. It is also understood by the applicant that immediate will be provided to the grant program office if at any time the applicant learns that its certification was eroneous whe has become eroneous by reason of changed circumstances. wool bistrict SumetineadentPMbHL Charter Charter (Chair (creanic) and the any ficial).
Sci	bis de supermendenter denter senter senter senter de entre de equivalent autorized unicial)

2. On page 2, fill-in TABLE 1. You can find the data you need for the baseline year from the page in the portal you printed out in the very first page of these directions. There are four numbers in the portal-printout listed for TABLE 1; just enter those data.

STUDENT OUTCOME MEASURES	BASELINE 2009-10		BASELINE 2009-10		ANNUAL B		NCE TAP		ETS ¹	3-14	TOTAL YR GAIN	
	NYS	LEA			WYS	LEA	NYS	LEA	NYS	LE/		
% Proficient or Advanced (3 or 4) on NYS 4 th Grade ELA Assessment	5 6. 7%	4	\mathcal{N}		3		2		9			
% Proficient or Advanced (3 or 4) on NYS 4 th Grade Math Assessment	63.8%	4	N		2		1		6			
% Proficient or Advanced (3 or 4) on NYS 8th Grade ELA Assessment	51.0%	4	\checkmark		3		2		10			
% Proficient or Advanced (3 or 4) on NYS 8 th Grade Math Assessment	54.8%	4	\leq	3	3		3		11			

3. Enter your ANNUAL PERFORMANCE TARGETS. As long as your numbers are above the state baseline levels you can just add the gains you target. Just make sure that your target *totals* would always be greater (or equal to) the state target *totals*. Your percentage point gains don't have to be higher than the state's as long as your *totals* would never drop below the state's.

STUDENT OUTCOME MEASURES		BASELINE 2009-10		ANNUAL F (per		ERFOR entage	MANCI points	E TARG gains)	ETS'					
STODENT OUTCOME MERSORES					201		201	1-12	201	2-13	201	3-14		
		LEA	NYS	LEA	NYS	LEA	NYS	LEA	NYS	LEA	NYS	LE		
% Proficient or Advanced (3 or 4) on NYS $4^{\mbox{th}}$ Grade ELA Assessment	56.7%		2		2		3		2		9			
% Proficient or Advanced (3 or 4) on NYS 4 th Grade Math Assessment	63.8%		1		2		2		1		6			
% Proficient or Advanced (3 or 4) on NYS 8 th Grade ELA Assessment	51.0%		2		3		3		2		10			
% Proficient or Advanced (3 or 4) on NYS 8 th Grade Math Assessment	54.8%		2		3		3		3		11			

4. On page 3 you will find TABLE 2 (Gap Closing). You fill this out in much the same way as you filled out the previous page, using the data you printed out from the portal.

	BASELINE	ANNUAL PERFOR	E TAR	GETS (percer	ntage points	s gains) ²	TOTA	L 4 YR
	% Proficien 2009-10	2010-11	2	2012-1	2	013-1	GA	INS
	NYS LE	A	LEA	NYS	EA NYS	LEA	NYS	LEA
NYS 4 ^{on} Grade ELA Assessment			K +				ī	
Black or African-American students	36.7%	4N//	<u>7 </u>	4	4		13	
Hispanic or Latino students	39.8%		\mathbf{P}	4	4		13	
Students with Disabilities	18.7%		Λ	3	3		10	
English Language Learners	20.2%		R	3	3		11	
Economically Disadvantaged students	42.6%		r	4	3		14	
NYS 4 ^m Grade Math Assessment			N					;
Black or African-American students	45.3%	4////	7	3	2		10	
Hispanic or Latino students	50.8%		ر	3	2		10	
Students with Disabilities	29.4%		1	3	2		8	
English Language Learners	35.8%		7	3	2		10	
Economically Disadvantaged students	52.7%		~	3	2		10	
NYS 8th Grade ELA Assessment			~					
Black or African-American students	30.6%		~	4	3		14	
Hispanic or Latino students	33.2%		5	4	4		15	
Students with Disabilities	11.4%			4	3		13	
English Language Learners	3.6%		7	5	4		17	
Economically Disadvantaged students	35.3%		2	4	3		13	
NYS 8th Grade Math Assessment								
Black or African-American students	32.1%	4///	12	4	3		14	
Hispanic or Latino students	38.5%			4	3		13	
Students with Disabilities	16.8%		1	4	3		13	
English Language Learners	24.3%	4		4	3		14	
Economically Disadvantaged students	41.3%			4	3		13	

5. Then fill in ANNUAL PERFORMANCE TARGETS, again like you did on the previous page.

6. On page 4 you will find Table 3 (High School Performance). Again, fill it out in the same way.

		•															
STUDENT OUTCOME METRICS	BASELINE 2008-09		BASELINE 2008-09		BASELINE 2008-09		BASELINE 2008-09		2010	2010-11		-	MANCE points g 201	TARGE Jains) 2-13	3-14	TOTA GA	L 4 YR INS
	NVC	154	107				(2009	cohort)	(2010	cohort)	NVC						
	NIS	LEA					NIS	LEA	NIS	LEA	NIS	LEA					
% Students Scoring At or Above 75 on the English Language Arts Regents Exam	56%	4	\mathcal{N}				3		3		13						
% Students Scoring At or Above 80 on the Math Regents Exam Required for Graduation	42%				3		4		4		17						
Four-year cohort high school graduation rate	72%		72%		72%		74%		76%		4						
Source Note: All numbers are rounded. Regents exams and graduation	n rate dat	a are for	the 200	total c	hort after	4 years	The ass	essment	and grad	vation d	ta are a	t of June					

TABLE 3: High School Performance

- 7. Next is the College Persistence Table, TABLE 4.
- 8. While you will find data to enter into the first line of the chart from the portal printout you will NOT find the data for the second row. SED knows that we don't have it SO LEAVE IT BLANK.
- 9. Indicate your ANNUAL PERFORMANCE TARGETS for the first row only.



district, you might not want to increase this number because you want to increase the number of students attending institutions other than NYS public institutions. In this case, you should enter a statement in the third row explaining this. You are limited to 500 characters or less in this text field, so be succinct.

11. The chart at the bottom of page four can now be completed. In this table you enter the 3-5 metrics your district will focus on.

Based on your analysis of the LEA's annual goals for student outcomes data in the table above compared to the State's RTTT plan goals, please select 3-5 outcome metrics your school district or public charter school will focus its RTTT initiatives to improve student outcomes:								
Student Outcome Metric: Priorities for Improvement	Rationale for Selecting the Metric							
1.								
2.								
3.								
4.								
5.								
NEW YORK STATE EDUCATION DEPARTMENT 10.07.10	4							

While you can write in any metrics you want depending on your own context, some possibilities for this section might be:

NYS 4th grade ELA Assessment for SWD		SWD are achieving at a level lower than all students
	or	
NYS 8th grade math assessment for low SES students		Low SES students achieving at lower level
	or	
% students at or above 75% on ELA Regents		75% is level to avoid remediation at college
	or	
Four-year cohort graduation rate		Community desires higher graduation rate
	or	
% high school graduates in NYS higher ed institution		Board of Education goal

- 12. On the top of page five there is a small chart to fill out.
- 13. Check the top left box indicating that you are participating in an RTTT-supported Network Team through the BOCES.

		PARTICIPATING LEA REQUIREMENTS		
Network	(EA will participate in an RTTT-supported Network Team through the local BOCES	r estimated total budgeted amount: t to exceed 75% of LEA's subgrant)	\$ <u> </u>
Team	Check One:	LEA will participate in BOCES-managed equivalent Team (certified by NYSED as providing services without using RTTT funds	s consistent with the RTTT Plan)	\$0
		LEA requests that it be approved to operate an Equivalent Network Team (as a single LEA or as part of a consortium of LEAs) providing services consistent with RTTT Plan NOTE: Please submit form "REQUEST TO CERTIFY A NETWORK TEAM EQUIVALENT"	r estimated total budgeted amount: t to exceed 75% of LEA's subgrant)	s
T 1	To rece	eive reimbursement for Section D activities relating to implementation of the new teacher a	nd principal evaluation system pa	rticipating

14. Enter the 75% amount of your allocation (a chart with the revised allocation provided by the state was included with this attachment. It is also posted at the Network Team website).



15. The table on page six is where you describe your actions with regard to teacher and principal evaluation.

	Section D Act	tivities – Certif	ication Required			
In the table below, please enter the follo	wing information about the LEA's plans t	to implement the p	rovisions of Education Law	§3012-c and any applicable implementi	ng regulations:	
ACTIONS: Steps LEA will take to implement.	TIMEFRAMES: Date when each ac expected to start a	ction is KEY F Ind finish.	PERSONNEL: Name and tit person who implementat	tle of the BUDGET TOTAL: Estimate will left funds th ion impleme	BUDGET TOTAL: Estimated total of RTTT funds that will be used to implement the Activity.	
PERFORMANCE MEASURE: The evid should be phrased in terms of a METRIC success on the metric).	ence the LEA will use to determine whet C (a data element such as student outco	her it is making pro mes and/or an imp	ogress with implementation a ortant milestone) and a TAF	and 25% sful in implementation. RGET (the 60 provide that re	This measure epresents	
ACTIONS		TIMEFRAMES		KEY PLOCAS	BUDGET	
		Start	Finish		TOTAL	
				rotal		
	A RTY					
METRIC				all		
				10 Catio		
Total Budgeted RTT	T Funding for Participating LEA Re	equirements (Ne	twork Teams and Teac	her/Principal Evaluation System)	s	

16. Enter the 25% amount from your allocation twice on the right of the table.

You then fill in the chart indicating the actions you will take to comply with §3012-c. Here are some examples of the kind of items you might include:

train evaluators of 4-8 math & ELA teachers	July 2011	August 2011	superintendent
train evaluators of principals of 4-8	July 2011	August 2011	superintendent
train evaluators of all teachers	July 2013	August 2013	superintendent
train evaluators of all principals	July 2013	August 2013	superintendent

With regard to the PERFORMANCE MEASURE(S):

% of evaluations in compliance with §3012-c

FOLLOW THESE DIRECTIONS:

1. Fill in the your BEDS code, the name of your district, and your allocation.



2. You will only need to complete two rows. In the top line under activity code, chose "Network Teams" from the drop-down menu. Choose "BOCES Services 49" for the budget category from the drop down menu in the second column. In the second line choose under activity code choose "Tchr/Prin Eval Sys" from the drop-down menu. Again choose "BOCES Services 49" for the budget category for the budget category from the drop down menu in the second column.



3. For the budget lines, put in \$0 in column 3 since you won't be spending any money in that year. Then, divide the allocations into thirds for the other three columns. The first row will have thirds of the 75% allocation and the second row will have thirds of the remaining 25% of the allocation. You can find these amounts on the chart that was also attached with this one or on the BOCES Network Team website.

