



Stephen Earley, Director  
School and District Field Support Services  
Office of Accountability  
55 Hanson Place, Room 400  
Brooklyn, New York 11217  
Tel: (718) 722-2796 / Fax: (718) 722-4559

**To:** Superintendents of Target Districts

**From:** Stephen Earley, Director 

**Subject:** Required Actions and Funding Levels for Target Districts, Comprehensive Support and Improvement (CSI) Schools, and Targeted Support and Improvement (TSI) Schools

**Date:** April 13, 2020

This memo is to provide an update on the 2019-20 requirements for Target Districts, Comprehensive Support and Improvement Schools (CSI), and Targeted Support and Improvement (TSI) schools and share the projected Title I 1003 allocation levels for Target Districts.

### Modifications to Required Actions

The New York State Education Department (“NYSED” or “The Department”) has modified the 2019-20 required actions for Target Districts, CSI schools and TSI schools as a result of the extended school closure across New York due to the COVID-19 pandemic.

### Comprehensive Support and Improvement Schools

	Requirement	Modification
1.	Conduct an annual survey of parents, teachers, and staff.	CSI schools that did not yet conduct their surveys this year will have this requirement waived for 2019-20.
2.	Offer Participatory Budgeting, or an alternate approved means of increasing parent and student voice.	CSI schools will have this requirement waived for 2019-20. CSI schools are encouraged to continue the work already started this year when school resumes.
3.	Work with parents, staff, and in secondary schools, students to develop an improvement plan to be implemented by the first day of the next school year and submitted to NYSED for approval by July 1.	The requirement to include parents, staff, and in secondary schools, students, in the development of the plan will not be waived. CSI schools should continue pursuing alternate means of convening individuals, should restrictions on public gatherings and travel remain.  NYSED has moved the submission deadline to July 15. Additional extensions will be available. In addition, the Department is revising its approval process for CSI SCEPs to expedite approval. More information will be shared shortly with Target Districts and CSI school principals.

	<b>Requirement</b>	<b>Modification</b>
4.	Receive a series of “progress” reviews by the Department.	<p>This requirement is addressed through the four CSI Support Options:</p> <ol style="list-style-type: none"> <li>1. SCEP Support Visits</li> <li>2. High School Redesign</li> <li>3. Enhancing Principal Leadership</li> <li>4. Instructional Coaching Consortium</li> </ol> <p>Each of these supports has transitioned to a “Virtual” support model done remotely, and schools will continue to receive these supports through the remainder of the school year.</p>

**Targeted Support and Improvement Schools in Year 2 of TSI Status**

	<b>Requirement</b>	<b>Modification</b>
1.	Conduct an annual survey of parents, teachers, and staff.	TSI schools in Year 2 of TSI status will have this requirement waived for 2019-20.
2.	Work with parents, staff, and in secondary schools, students to develop an improvement plan to be implemented by the first day of the next school year and submitted to the district for approval.	<p>The requirement to include parents, staff, and in secondary schools, students, in the development of the plan will not be waived. TSI schools should continue pursuing means of convening groups of individuals, should restrictions on public gatherings and travel remain.</p> <p>Districts have the discretion to amend when the TSI plan is submitted for approval, provided the school has an approved plan by the first day of the next school year.</p>
3.	Receive a series of “progress” reviews by the district.	<p>Districts are required to conduct four SCEP Support Visits for their schools that are in Year 2 of TSI status. These visits were to have occurred as follows:</p> <ul style="list-style-type: none"> <li>• Fall</li> <li>• Winter</li> <li>• Spring (March/April)</li> <li>• May/June</li> </ul> <p>The Department has developed a “Virtual Visit” process for Districts that have not yet completed the Spring (March/April) SCEP Support visit and the May/June SCEP Support visit. Information regarding the Virtual Visit process can be found at:  <a href="http://www.nysed.gov/accountability/scep-support-virtual-visits">http://www.nysed.gov/accountability/scep-support-virtual-visits</a></p>

**Targeted Support and Improvement Schools in Year 1 of TSI Status (Schools first identified in the 19-20 school year)**

*NOTE: All schools first identified as TSI in February 2020 are not expected to have their 2019-20 planning activities completed prior to the start of the 2020-21 school year. Instead, newly identified TSI schools will be eligible to have their planning period extended through December 31, 2020. These schools should complete their needs assessment in Fall 2020 and develop a modified School Comprehensive Education Plan (SCEP) to address root causes identified through the needs assessment for the remainder of 2020-21.*

	<b>Requirement</b>	<b>Modification</b>
1.	Conduct an annual survey of parents, teachers, and staff in Spring 2020.	TSI schools in Year 1 of TSI status will have this requirement delayed. Since the survey is an important part of the needs assessment that schools must do before developing their improvement plan, these schools shall fulfil the requirement in Fall 2020, when the school will resume its planning year activities. These schools shall also conduct surveys in Spring 2021 and proceed with conducting their annual surveys in the Spring each year in subsequent years.
2.	Work with parents, staff, and in secondary schools, students to develop an improvement plan to be implemented by the first day of the next school year and submitted to the district for approval.	The requirement to include parents, staff, and in secondary schools, students, in the development of the plan is delayed for Year 1 TSI schools. The first year in which TSI schools originally identified during the 2019-20 school year will begin implementing a full-year school improvement plan is 2021-22.  In order to access the School Improvement Grant award available in 2020-21, these schools will develop a modified School Comprehensive Education Plan (SCEP) after they have conducted surveys of parents, teachers, and staff and received an on-site needs assessment conducted by the District in Fall 2020.
3.	Receive an on-site needs assessment by the district in Spring 2020.	This requirement will be delayed. Districts shall plan on conducting the on-site needs assessment of any newly identified TSI school in fall F020.

**Target Districts**

	<b>Requirement</b>	<b>Modification</b>
1.	Provide support and oversight of any TSI school within the district.	Please review the guidance above pertaining to modifications to expectations for District support of Year 1 and Year 2 TSI schools.

2.	Complete the District Comprehensive Improvement Plan (DCIP) planning document and submit the District's DCIP to NYSED by July 1.	NYSED has extended the deadline for DCIPs to July 31. The Department will review district plans in the order in which they were received and encourages districts to submit as early as possible. Extensive delays in submission may result in subsequent delays with the processing of 1003 School Improvement Grant (SIG) applications.
----	--	---

### **Title I 1003 School Improvement Grants**

The Department will allow for a one-time carryover of any Title I 1003 SIG Basic, SIG Enhanced, and SIG Targeted funding that was not spent during the 2019-20 school year. In addition, Districts can anticipate the Title I 1003 SIG allocations identified below for the 2020-21 school year.

#### **Title I School Improvement Grant 1003 Basic for 2020-21**

<b>Allocation</b>	<b>Purpose</b>
\$50,000 per Target District	Support implementation of the 2020-21 DCIP
\$200,000 per CSI School	Support implementation of the 2020-21 SCEP
\$50,000 per TSI School \$75,000 per TSI School with three or more identified subgroups	Support implementation of the 2020-21 SCEP ( <i>TSI schools first identified in 2018-19</i> ) Support implementation of the 2020-21 modified SCEP to address root causes identified through the needs assessment ( <i>TSI schools first identified in 2019-20</i> )

#### **Title I School Improvement Grant 1003 ENHANCED Comprehensive Support and Improvement (CSI) Support Options**

CSI Schools can anticipate being able to select one of several CSI Support Options, similar to what was offered in 2019-20. Additional details about the range of supports, and instructions for registering for each support, will be available in the months ahead. The Department anticipates providing SIG Enhanced funding at levels similar to this year. In addition, the Department will allocate to Target Districts \$35,000 for each CSI school beginning the second year of the Enhancing Principal Leadership (EPL) model, and \$125,000 for each CSI school beginning the second year of the High School Redesign program.

#### **Title I School Improvement Grant 1003 TARGETED Support Grant**

NYSED will continue to offer its Targeted Support for Long-Time Identified Schools model to the same schools identified as being eligible for this support in 2019-20. The Department anticipates funding this support at the same level provided this year. More information regarding enrollment in this support will be provided in the months ahead.

## Next Steps

1. Districts should review the modifications identified based on the accountability status of schools within their district.
2. Districts should continue to identify priorities for 2020-21 in advance of completing their DCIP Planning document and DCIP.
3. Districts should expect to receive additional guidance concerning the 2020-21 SCEP and DCIP, including templates for both plans, in the weeks ahead.
4. Districts should expect to receive additional guidance concerning the 2020-21 Title I 1003 Basic application in the weeks ahead.

Questions concerning the information contained in this memo should be directed to: [fieldsupport@nysed.gov](mailto:fieldsupport@nysed.gov).

cc: Kim Wilkins  
Jason Harmon  
Erica Meaker  
Crystal Cumberbatch-Greene  
Mary Sapp