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Dear Key Stakeholder:

The New York State Education Department (NYSED or “the Department”) thanks you for your 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>.

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 Template<sup>1</sup> as an addendum to the school’s revised SCEP, SIG or SIF plan for 2015-16.

If you are assisting a district with the Receivership process, please note 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 the district would like to request an extension of the timeline for holding public hearings at any of the Persistently Struggling and/or Struggling Schools, the district must complete a 2015-16 School Receivership Request for Extension of Time Period to Hold Public Hearing and submit the request to the Department at: [receivership@nysed.gov](mailto: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.

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<sup>1</sup> 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>.

- 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 hearing 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>. 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](mailto:receivership@nysed.gov).

We look forward to working with you in this endeavor.

Sincerely,



Ira Schwartz

cc: MaryEllen Elia  
Beth Berlin  
Charles Szuberla