Race to the Top

Annual Report, Scopes of Work, and Budgets
April 11, 2013

Agenda

- Updates and reminders of upcoming dates

- Annual Report for SY 2012-13

- Scope of Work for SY 2013-14

- Budget for SY 2013-14

Updates

- We posted a corrected performance metrics template: http://www.isbe.state.il.us/racetothetop/htmls/training.htm

Upcoming Dates

- **April 12th:** Survey responses about your priorities for the development of assessments due - https://www.research.net/s/IllinoisAssessmentResourceSurvey

- **April 18th:** Webinar on assessment sharing tool – **CANCELED**

- **April 30th:** Rising Star Day III Training

   Register - http://webapps.isbe.net/ISBEConference/IsbeConfRisingStar13.aspx

- **May 3rd:** Performance metrics and data due. Webinar materials posted - http://www.isbe.net/racetothetop/htmls/training.htm

   Please submit to RT3@isbe.net

Annual Report for SY 2012-13

Purpose of Annual Report

- Help determine your progress towards meeting RttT Expectations, with an emphasis on Priority Expectations

- Help to identify and prioritize support and resources for individual districts and groups of districts

- Provide information so that ISBE can monitor district grant activities to ensure grant agreements and requirements are met

NOTE: Annual and Mid-year Reports are intended to be used as a tool for the benefit of ISBE and Participating RttT districts. ISBE does not intend to share district documents publicly or with USED unless they are specifically requested.

Monitor and Reflect

Prior to beginning Annual Report:

- Update Task completion in Monitor section of the Rising Star system on IIRC.

- Decide the process your Rising Star team will use to complete the Annual Report.

- Reserve sufficient time between now and the beginning of June for Rising Star team to meet and complete work.

Illinois State Board of Education

Priority Expectations - SY 2012-13

Key Code	Priority Expectations	Implementation Date
CII1	5Essentials: Survey of Learning Conditions	Implement February – March 2013
IA06	ISLE: Integrating data with ISLE	January 2013 (begins)
ICO5	Common Core and cohesive curriculum	Implement in SY 2013-14
D7	Local Assessment System	Pilot student growth measures in SY 2013-14
D9	STEM Programs of Study and Individual Learning Plan	Pilot in 2013-14
RT3-1	PERA	Implement in 2013-14 (student growth "no stakes")
RT3-2	Mentoring and Induction	Implement in 2013-14

Expectation Questions

For **each and all** Expectations, the survey asks you to:

1. Indicate whether you have completed identified tasks. Yes/No questions.

2. Rate your progress and quality of implementation. If you rate at "Orange" or "Red" level, explain how you will address your challenges.

3. Indicate whether you would like to request additional assistance from ISBE for the Expectation.

4. Indicate whether you would be willing to share your work or progress on the Expectation with other districts. (NOTE: willingness to share does not mean you have all the answers.)

5. Give advice to other districts working on the Expectation now or in the future. (Optional)

Example Yes/No Questions

CII1- Survey of Learning Conditions: The district implements the State-adopted survey of learning conditions or approved equivalent, subject to availability of RTTT3 or State funding.

SAMPLE QUESTIONS:

- The District established a team to support the administration of the survey of learning conditions. (Y/N)
- The District developed an administration plan for the survey of learning conditions. (Y/N)
- The District and schools have begun to develop a plan to use the survey data for continuous improvement. (Y/N)

Example Yes/No Questions

CII2 & CII3 Rising Star: The district implements a comprehensive district and school continuous improvement process (either Rising Star or an approved equivalent).

SAMPLE QUESTIONS:

- The District has established a team for implementation of a comprehensive district and school continuous improvement process. (Y/N)

- The District has attended Rising Star Day I and Day II training. (Y/N)

- The District has, at minimum, piloted the comprehensive district continuous improvement process. (Y/N)

Rate Your Progress

We will ask you to rate your progress towards completing the needed tasks related to meeting the Expectation.

Progress of Implementation

☐	Red	Substantially off-track
☐	Orange	Off-track
☐	Yellow	Generally on-track
☐	Green	On-track

Rate Your Progress

We will ask you to rate the quality of your implementation of each Expectation.

Quality of Implementation

☐	Red	Significant quality concerns; urgent and decisive action is required
☐	Orange	Some quality concerns; many aspects require significant attention
☐	Yellow	Most aspects are of high or good quality; only a few aspects require additional attention
☐	Green	High quality

Defining the Ratings

Color	What Does it Mean?	Notes
Red	• Substantially off-track • Significant quality concerns; urgent and decisive action is required	This happens. This rating helps to initiate immediate action and support to get work back on track.
Orange	•Off-track •Some quality concerns; many aspects require significant attention	Would not be surprised to see some of these; identifies areas that need more significant focus
Yellow	•Generally on-track •Most aspects are of high or good quality; only a few aspects require additional attention	Assume many Expectations are "yellow" at this point. (Similar to "Proficient" rating in educator evaluation)
Green	•On-track •High quality	Difficult to attain and stay on green (Similar to "Excellent" rating in educator evaluation)

Next Steps

- Survey will be on-line using Survey Monkey.

- Draft survey will be sent as a document following the webinar.

- Link to final survey will be sent to district primary contact soon after the April 11 webinar.

- Complete survey on-line by **June 3rd**.

Scope of Work for SY 2013-14

Priority Expectations - SY2013-14

Key Code	Priority Expectation	Implementation Date
CII1	5Essentials: Survey of Learning Conditions	Throughout SY 2013-14 (using data for improvement; administration of Year 2)
IA01, 02, 03	**Stakeholder Engagement**	**Implement 2013-14**
IA06	ISLE: Integrating data with ISLE	January 2013 (begins)
ICO5	Common Core and cohesive curriculum	Implement in 2013-14
D7	Local Assessment System	Pilot student growth measures in 2013-14
D9	STEM Programs of Study and Individual Learning Plan	Pilot in 2013-14
RT3-1	PERA	Implement in 2013-14 (student growth "no stakes")
RT3-2	Mentoring and Induction	Implement in 2013-14

Key SOW Guidance and Resource Documents

New Guidance and Resources

- Timeline for Implementation SY 2013-15
- Suggested Tasks for SY 2013-14
- RttT Expectations

New Guidance Documents will be sent in *draft form* following the webinar. They will be posted in final form on RttT website and in Rising Star system on IIRC.

Existing Guidance (on ISBE RttT website)

- LEA RttT Expectations and Timeline (Archive Section)
- Rising Star Alignment & RttT Expectation (District Section)
- RttT Expectation Explanations (District Section)
- ISBE FAQs (District Section)

Scope of Work Guidance

- Scope of Work is the RttT Expectations aligned to 17 Rising Star Indicators.

- Scope of Work will be completed on IIRC Rising Star website - https://iirc.niu.edu

- A Plan with tasks is required for all 17 RttT Expectations.

- A minimum of four "benchmark" Tasks for this year and at least one "benchmark" Task for the following years.

- In most cases, you will be revisiting and revising the 17 Rising Star Indicators with Race to the Top Expectations

Scope of Work Guidance

What is meant by a "benchmark" Task?

Tasks by which you and we can monitor your progress.

- Examples:
  - Select and provide initial training to five teachers to serve as mentors for first and second year teachers [START: 1/1/2013; END: 8/15/2013]

  - Research and select an "individual learning plan" model [START: 9/1/2012; END: 6/30/2013]

  - Fully implement the Common Core State Standards during the 2014-2015 school year [END: 9/1/2014]

Scope of Work Guidance

Consider:

- Review the Race to the Top Expectations in detail

- Use the Rising Star Monitoring and Rising Star Reports in the IIRC system to inform planning

- Use the SY 2012-13 Annual Report to inform planning

Important Note:

- You do not need to complete #5 in the Step 3 Plan section – *even though it says "RTTT3 Districts Only".* This section will be removed in the future.

Scope of Work Guidance

#5 in Plan Section

5. RTTT3 Districts Only - Identify activities through the 2015 calendar year addressing the RTTT3 Expectations. Suggested activities are provided as a reference, but districts may propose different activities or activity sequences provided the RTTT3 Expectations are addressed.

| Year 1 | Year 2 | Year 3 & 4 |

July 1, 2013 through December 22, 2015 [Suggested Activities]

- Implement survey of learning conditions in accordance with district administration plan.

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Scope of Work

Drop down menu allows you to filter to only Race to the Top Participating Districts.

Possible Tasks

- We developed a document that contains possible tasks for the SY 2013-2014 RttT Scope of Work. They are not required.

- Tasks may be of use to your district as a guide for planning or may not fit your district's level of development or approach to Expectation.

- We recommend you look at the timeline document to determine what is required to be implemented over the course of the grant and plan accordingly.

Possible Tasks

Example Tasks for RT3-2: Mentoring and Induction (*for newly implementing districts)*

RT3-2: Mentoring and Induction	Plan and organize the scope and sequence of mentor development (including initial training) for before and during the school year.	July 2013
	Plan and organize the scope and sequence of new teacher and principal development before and during the school year.	July 2013
	Implement an induction and mentoring program of at least 1 year program for new principals and at least 2 year program for new teachers.	September 2013
	Participate in technical assistance activities provided by ISBE contractor (once identified).	TBD

Timeline

- We developed a timeline document that provides an overview of the key dates and milestones for the 17 Race to the Top Expectations.

- Timeline begins SY 2013-14 and goes through the end of the grant.

Timeline Sample

Race to the Top (RttT) Expectations and Timeline for Implementation

Race to the Top Expectation[i], [ii]	2013-2014 Expectation	2014-2015 Expectation	2015 – 2016 Expectation
CII1: 5Essentials: Survey of Learning Conditions	• Use data from Survey for continuous improvement[iii] • Administer survey in all schools	• Use data from Survey for continuous improvement • Administer survey in all schools	• Use data from Survey for continuous improvement • Administer survey in all schools
IA01, IA02, IA03: Engagement of Stakeholders	Engage Stakeholders (municipal and civic leaders, community organizations, and parents) around the Redesigned School Report Card and ISLE[iv]		
IA06: ISLE	• Determine strategy for engagement[v] • Begin professional development begins[vi]	Begin to use instructional applications and dashboards[viii]	• Roll-out new applications and increase use across district and schools

Areas for Review

When reviewing your Scope of Work, we will be looking specifically at the following sections in IIRC/Rising Star:

- Assess (Step 2) RttT Expectation

- Plan (Step 3) to address RttT Expectation

SOW Review Checklist - Assess

Assess

- Did the assessment address the RttT Expectation?

- Did the assessment provide an adequate picture of what is happening in the district?

- Does the "level of development" seem accurate? (and, if "full implementation" or "all objectives met" is indicated, is there adequate evidence for this?) **NOTE:** Full implementation, by design, is rarely if ever possible initially for Race to the Top Expectations.

SOW Review Checklist - Plan

Plan

- Does the plan address the RttT Expectation?

- Does the plan include at least four benchmark Tasks for the current year (through June 30, 2014)?

- Does the plan include at least one benchmark Task for FY15 and FY16?

- Do the Tasks follow a logical sequence to accomplish the Objective (Expectation)?

- Do the dates/times seem reasonable to reach the Objective (Expectation)?

- Do the dates/times align with RttT requirements and timeline?

Next Steps

- You can begin SY13-14 Scope of Work now.

- *Note:* Some additional edits and upgrades are being made to the Rising Star system to eliminate sections designed for last year only. *For example, you do not need to complete "RTTT3 Submission and Compliance Forms" section this year.*

- You will submit your Scope of Work under the "regular" Continuous Improvement Plan Submissions section.

- We will let you know when the Submit "button" is ready.

- Scope of Work due no later than **June 30**.

Scope of Work Submission Page

UNDER CONSTRUCTION

Budget for SY 2013 - 2014

Budget – Spending Rules

Year	Amount of Total Allocation
FY13	Up to 50% and at least 10%
FY14	At least 10%
FY15	At least 10%

Budget Guidance

- RttT spending not required for all Expectations.

- Excel template **and** IWAS budgets required.

- SY 2013-14 IWAS application is planned for launch before the end of the month. We will notify you.

- Approximately $1,000 in supplemental funds will be included for travel to RttT meetings. (We will provide the exact amount in the next week.)

Budget Guidance

- We will send balance of unbudgeted funds soon after the April 11th webinar.

- We will load maximum allocations according to spending rules in IWAS initially when FY14 application is launched.

- We will adjust IWAS allocation to match Excel budget - http://www.isbe.net/racetothetop/excel/RT3_part_LEA_budget_template.xlsx

- Proposed spending must comply with spending rules.

New Objectives Page

- Required to indicate funding type only
- No longer required to enter dollar amount

Key Codes Required in Budget

- Key code (e.g. CII1 or IA01) required in Budget Detail

Function Code	Object Code	Expenditure Description and Itemization
2210	100	D7 - Local Assessment Systems: Extended time stipends for certified staff to work outside of the contractual day on committees to review assessment systems. Budgeting 30 hours of extended time per building @$25/hour.
2210	100	D7 - Local Assessment Systems: Substitute teachers for certified teachers to work during the contractual day on committees to review assessment systems. Budgeting 30 subs to be divided across all buildings @ an average of $100/sub/day.
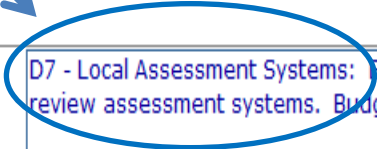
Updated Review Checklist

1. **Applicant Information page** - GEPA description is appropriate.

2. **FFATA page** - Project description is appropriate. If applicable, name and compensation entries are complete and reasonable.

3. **Assessment Development page** - Amounts in each year appear reasonable. Current year estimate matches description in Budget Detail.

4. **Budget Detail page** - All amounts are allowable, reasonable and appropriate based on the approved Scope of Work.

5. **Budget Detail page** - Expenditures in Function 1000 are allowable and sufficient explanation has been included in the budget detail description.

6. **Budget Detail page** - All amounts are coded with the correct function/object code. All activities occur within the project begin/end dates.

Review Checklist - continued

7. Budget Detail page – At least 10% of the total allocation has been budgeted. **(NEW)**

8. Budget Detail page – Rising Star key codes are included in the Expenditure Description and Itemization. **(NEW)**

9. Budget Detail page – Appropriate amount of funds have been set aside to travel to Race to the Top networking meetings. (You will receive approximately $1,000 for FY14.) **(NEW)**

10. Budget Detail page – If 90% of total allocation has been budgeted, sufficient funds are available to meet the 10% requirement for spending on assessment development.**(NEW)**

Wrapping up SY 2012 – 2013 Budgets

Extensions and Amendments

- **End date:** Activities must be complete, and expenses must be incurred by June 30, 2013.

- **Extensions:** In a rare circumstance, an extension may be requested *no later than May 31, 2013* via an amendment.

- **Amendments:** Must be submitted no later than 30 calendar days (May 31, 2013) prior to the end of the program (June 30, 2013). Obligation of funds cannot begin prior to submission of the amendment.

- **Expenditure Reports:** Quarterly expenditure reports are required.

FY13 Budget Close Out

- FY13 completion report is due July 20, 2013 (unless an extension is granted)

- If FY13 completion report has outstanding obligations, you will have until 9/30 (unless an extension is granted) to liquidate those outstanding obligations.

- If by 9/30 you do not liquidate outstanding obligations all funds (current year and next year) will be frozen until outstanding obligations are liquidated or completion report is revised to show no obligations.

- Unspent FY13 budgeted funds will be carried over to your FY14 budget when FY13 final expenditure report is submitted to ISBE.

For more information see the ISBE grant policy book - http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf

Mentoring and Induction Budgets

Mentoring and Induction Budget

We will be releasing the application for induction and mentoring supplemental funds in May.

Important Due Dates

Due Dates

Date	Activity
May 3	**Performance Metrics due to ISBE** Submit to RT3@isbe.net
June 3	**Annual Report (survey) due to ISBE** Submit via Survey Monkey
June	SOWs and Budgets reviewed on a rolling basis – based on date of submission
June 30 (for July 1 start)	**SOW due to ISBE** **Budgets (IWAS and Excel) due to ISBE** Submit SOW via Rising Star on IIRC Submit IWAS budget in IWAS Submit Excel budget to RT3@isbe.net

Monitoring

Annual Monitoring Cycle

Date	Event/Due
January 30, 2013	Mid-Year Progress Report Due
May 3	Performance Goals and Baseline Due
June	SOW, Budget, and Annual Progress Report Due
June – July	Budgets Approved
July - August	Additional performance Data collected for APR (if needed)
August – September	USED site visit; USED selected districts will be visited
August – October	On-site and Desk Reviews Final approval of SOW and Annual Progress Report
January 2014	Mid-year Progress Report Due

Thank you

Please feel free to contact us with questions, comments and concerns.

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