



New York State Education Department



Strengthening Teacher and Leader Effectiveness 3: Teacher and Principal Leadership

Request for Proposals

Webinar

October 2013

Questions? Send an email to: STLE3@mail.nysed.gov



Introductions



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Office of Teacher and Leader Effectiveness, Policy and Programs



Questions & Answers



- All questions should be emailed to: STLE3@mail.nysed.gov.
- Questions must be received no later than November 5, 2013.
- Questions and Answers will be posted by November 12, 2013 at <http://usny.nysed.gov/rttt/rfp/gt-23/home.html>.



Agenda

- Funding Opportunity Overview
- Eligibility
- Purpose of the RFP
- Teacher and Leader Effectiveness Continuum
- RFP Focus: Career Ladder
- Funding Requests
- Mandatory Requirements
- Required Elements of the Proposal Narrative
- Allowable Activities and Costs
- Application Review & Scoring
- Award Methodology
- Required Reports
- Helpful Tips for Completing your Application
- Closing & Important Dates

Questions? Send an email to: STLE3@mail.nysed.gov



Funding Opportunity Overview



Legislative Authority

- Race to the Top (RTTT) through New York State Education Department (NYSED)

Funding

- Source: RTTT
- Estimated Funds Available: \$24.2 million

Important Dates for Awarding Grants

- Applications must be received by December 2, 2013.
- Anticipated Preliminary Award Notification: January 31, 2014.
- Anticipated Project Period: March 3, 2014-June 30, 2015.



Eligibility



Eligible Applicants are:

Individual public school districts and public charter schools that have at least 25% of students from low-income families

OR

Consortiums, comprised of eligible public school districts or public charter schools

An Eligibility List of public school districts and public charter schools that have at least 25% of students from low-income families is posted at: <http://usny.nysed.gov/rttt/rfp/gt-23/eligibility.html>

Questions? Send an email to: STLE3@mail.nysed.gov



Eligibility



The following Consortium Applicants may apply:

BOCES-led consortium

- Applicant is: BOCES
- Consortium members may be one or more of the BOCES' component districts included in the Eligibility List posted online

Eligible District-led consortium

- Applicant is: Eligible Public School District
- Consortium members may be one or more eligible districts (eligible districts are included in the Eligibility List posted online)

Eligible Charter School-led consortium

- Applicant is: Eligible Charter School
- Consortium members may be one or more eligible charter schools (eligible charter schools are included in the Eligibility List posted online)

Questions? Send an email to: STLE3@mail.nysed.gov



Eligibility



Please note:

- Eligible Districts or Eligible Charter Schools can apply individually **OR** as a part of a consortium, but **not** both. A BOCES is not an eligible individual applicant.
- The consortium lead must be an active participant in the consortium, providing a minimum of 20% of the grant activities, and cannot act solely as a flow-through for grant funds.
- No public charter school or public school district, or BOCES (as applicable) may individually apply for, lead or be a member of an applicant consortium, for more than one STLE 3 grant application.
- An Eligible District, Eligible Charter School, or Eligible Consortium/Consortium member that received a STLE 2 grant may not apply as an applicant for STLE 3.
- Any Eligible District or Eligible Charter School with more than 50,000 students may **not** apply as part of a consortium, either as the lead applicant or a consortium member.



Purpose



The overarching purpose of this request for proposals (RFP) is to encourage and support eligible applicants (districts, public charter schools, and consortiums) to develop, implement and/or enhance a career ladder as part of a comprehensive systems approach to recruitment, development, support, retention and equitable distribution of effective teachers and school leaders as part of their implementation of the Annual Professional Performance Review (APPR) system required by Education Law §3012-c.



RFP Context



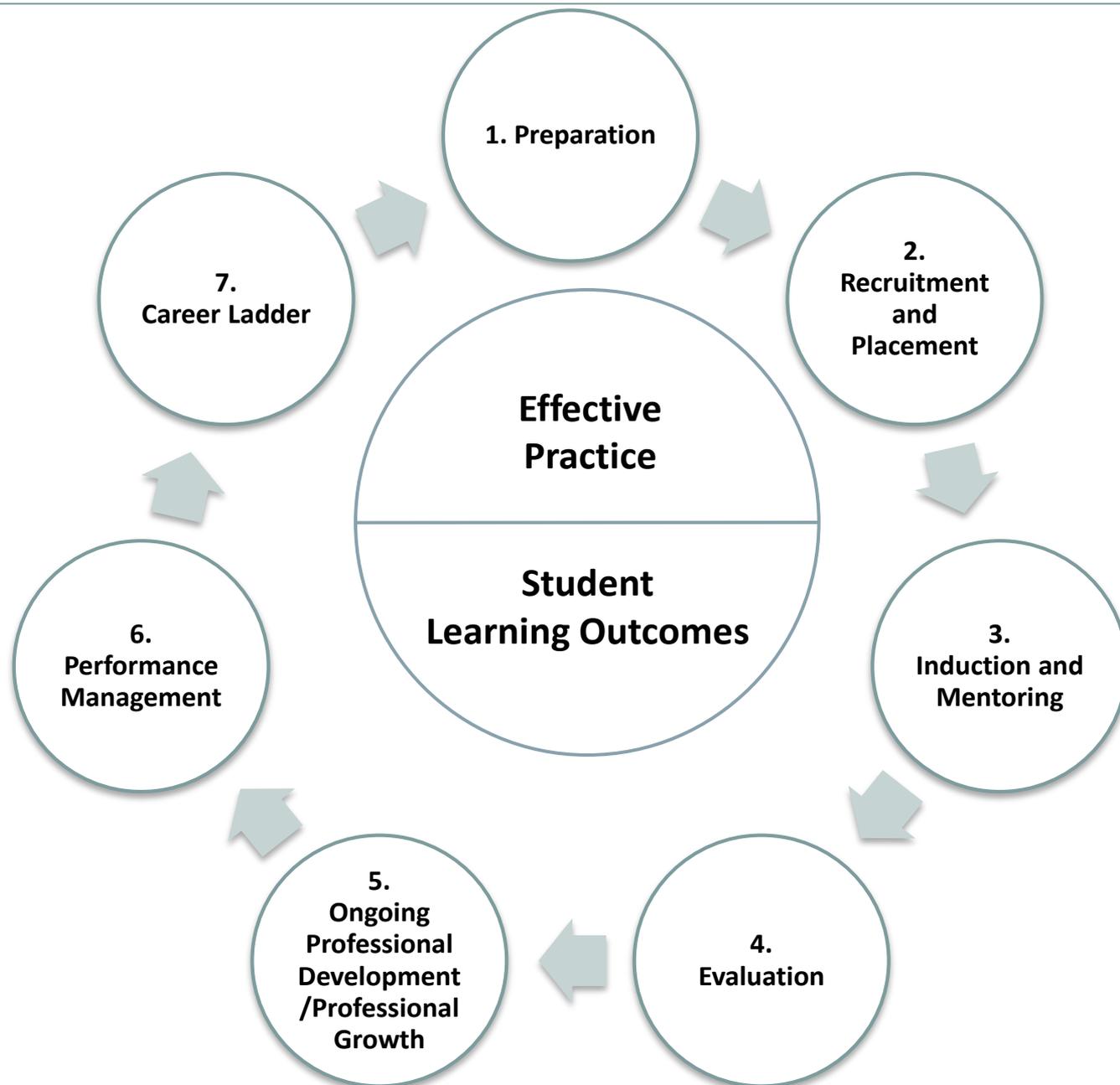
Teacher and Leader Effectiveness Continuum

This RFP is designed to provide funding to develop, implement and/or enhance a career ladder as part of an overall Teacher and Leader Effectiveness system. For the purposes of this RFP, NYSED includes the following components in a fully developed TLE continuum:

1. Preparation
2. Recruitment
3. Induction and Mentoring
4. Evaluation
5. Professional Development/Growth
6. Performance Management
7. Career Ladder

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RFP Focus: Career Ladder



Through this grant, NYSED will support districts and public charter schools to develop, implement and/or enhance a career ladder for both teachers and principals.

- **Career Ladders should provide teachers and principals with:**
 - Career advancement opportunities
 - Opportunities to facilitate dialogue between teachers and principals, allowing them to share their expertise with colleagues to improve student achievement.



RFP Focus: Career Ladder



NYSED aims to support districts and public charter schools to:

- Determine methods for extending the influence of the most effective teachers. This could include placement in positions to assist other educators and influence curriculum and instruction without having to leave the classroom or pursue administrative pathways in order to seek advancement.
- Extend and bolster the influence of the most effective principals by creating means to put them in positions to help other administrators and/or administrative candidates and to support and advance their own instructional leadership.



RFP Focus: Career Ladder



Design Principles for Consideration

- a common language to discuss effective teaching and leadership practices;
- articulated, clear expectations for effective teaching and leadership practices based on the NYS Teaching Standards and ISLLC Standards;
- adequate training so the educators with career ladder positions are prepared for the roles that involve new duties and responsibilities;
- initial and on-going calibration regarding effective teaching and leadership practices for conducting observations and providing feedback; and
- a focus on “a high-performing district/school culture,” which may be defined as: all faculty and staff have high expectations for all students; all students, faculty, and staff are learners; all students, with the assistance of faculty, set appropriately challenging intellectual goals for themselves; everyone in a school building treats everyone else with courtesy, respect, and dignity; and treating everyone with courtesy, respect, and dignity is evident in each person’s behavior and has been incorporated into the building’s code of conduct.

Questions? Send an email to: STLE3@mail.nysed.gov



RFP Focus: Career Ladder



When thinking about career ladders, districts and/or charter schools should consider the following:

- Inclusion of clearly defined selection criteria for teacher and principal advancement along the career ladder.
- A process for ensuring that movement on the career ladder is tied, in part, to APPR results, with a particular focus on student achievement outcomes.
- Plans to ensure that educators receive the training they may require for roles involving new duties.
- Reasonable additional compensation for career ladder opportunities.
- Communication plans for explaining the career ladder to stakeholders.
- Funding approaches must be implemented that are sustainable over multiple years.

Please see <http://www.engageny.org/resource/designing-career-ladder-programs-for-teachers-and-principals> for a Webinar focused on Career Ladders

Questions? Send an email to: STLE3@mail.nysed.gov



Funding Requests



The competitive grant will fund initiatives under any of the following three categories, but #1 Career Ladder is mandatory:

1. Career ladders that include career ladder positions for both teachers and principals

and/or:

2. Additional activities, if appropriate and necessary in order to develop and implement a career ladder

and/or:

3. Recruitment and/or transfer award(s), if appropriate and necessary in order to improve the equitable distribution of effective and highly effective educators



Funding Requests



1. Career ladders that include career ladder positions for both teachers and principals

Through this grant, applicants should develop, implement and/or enhance career ladder positions that are necessary to strengthen the effectiveness of teachers and principals. All applicants **must** include at least the following positions as part of the career ladder (these positions must already be in place or they must be proposed for implementation):

- Novice (Novice Teacher and Novice Principal)
- Professional (Professional Teacher and Professional Principal)
- Leader (Teacher Leader and Principal Leader)

Please note: single district applicants' career ladders must be district-wide; individual charter school applicants' career ladders must be school-wide; consortium applicants' career ladder(s) must be implemented across all consortium members, including the lead applicant unless the lead applicant is a BOCES (this means that BOCES are not required to implement a career ladder as the lead applicant).

Questions? Send an email to: STLE3@mail.nysed.gov



Funding Requests



2. Additional activities, if appropriate and necessary in order to develop and implement a career ladder

Applicants may request funding for additional activities appropriate and necessary to develop and implement a career ladder. These activities may include, but are not limited to:

- Evaluator and lead evaluator training, including the process for certification, re-certification and inter-rater reliability in order to ensure that educators are utilizing evidence-based observations and conducting feedback sessions that are beneficial for educators.
- Training to ensure educators on the career ladder are prepared for new duties and responsibilities.
- Tools, technology, and training supports to provide a district-wide/charter school-wide understanding of the teacher and principal evaluation system, including but not limited to: video technology for conducting video-based observations, training modules/platforms, data tracking systems, and protocols for regularly-scheduled calibration.

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Funding Requests



3. Recruitment and/or transfer award(s), if appropriate and necessary, in order to improve the equitable distribution of effective and highly effective educators

In order to improve the equitable distribution of effective and highly effective educators, applicants may request funding for recruitment and/or transfer awards. Recruitment and/or transfer awards should be created in order to provide financial incentives to attract teachers and/or principals with a demonstrated track record of success (or if they are new educators, demonstrated potential based on district selection criteria) into hard-to-staff and specialty subject areas, as well as into high need or low-performing schools.



Mandatory Requirements



**Failure to submit any of the
mandatory requirements
will result in ineligibility.**



Mandatory Requirements

Mandatory Requirement	Explanation
Application Cover Page: Attachment I	<ul style="list-style-type: none"> • Signed Attachment I-A for individual district/charter school applications • Signed Attachment I-B for consortium applications • Please remember to use the eligibility list for the student enrollment and region.
Mandatory Requirements Certification: Attachment II	<ul style="list-style-type: none"> • Signed to certify that the application meets all mandatory requirements.
Attachment V	<ul style="list-style-type: none"> • Attachment V: Proposed Career Ladder for Teachers and Principals, fully completed, including at least the three “rungs” Novice, Professional, and Leader for both teachers and principals.
Assurance of Joint Commitment and Collaboration Form: Attachment III	<ul style="list-style-type: none"> • <u>Must</u> be submitted with all necessary original signatures (applicant and applicable collective bargaining agents). • <u>Must</u> be submitted using Attachment III (III-A for individual district/charter applications and III-B for consortium applications)
Memorandum(s) of Understanding (MOU): Attachment IV	<ul style="list-style-type: none"> • The lead applicant must submit one MOU that is completed and signed by each consortium member • Only consortium applicants must submit MOUs.
Pre-qualification requirement for non-profit charter schools	<ul style="list-style-type: none"> • In order to be eligible for an award under this grant, any individual applicant or consortium-lead that is a public charter school (BOCES and public school districts are exempt) must prequalify using the Grants Gateway.

Questions? Send an email to: STLE3@mail.nysed.gov



Mandatory Requirement: Proposed Career Ladder



All applicants must submit a completed Proposed Career Ladder for Teachers and Principals (Attachment V)

Must contain at least three “rungs”

- Novice (Novice Teacher and Novice Principal)
- Professional (Professional Teacher and Professional Principal)
- Leader (Teacher Leader and Principal Leader)

Criteria for Eligibility

- NYSED provides minimum criteria for eligibility.
- The applicant must include both long-term criteria for eligibility and initial criteria for eligibility.

Questions? Send an email to: STLE3@mail.nysed.gov



Mandatory Requirement: Proposed Career Ladder



All applicants must submit a completed Proposed Career Ladder for Teachers and Principals (Attachment V)

Title/ Position	NYSED Minimum Criteria for Eligibility
Novice Teacher	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Initial Certification/ Transitional Certification<input checked="" type="checkbox"/> Bachelor's degree<input checked="" type="checkbox"/> At least two years of experience as a classroom teacher<input checked="" type="checkbox"/> At least one year of formal mentoring from trained mentor<input checked="" type="checkbox"/> At least one year of HE/E rating in the past two years

Questions? Send an email to: STLE3@mail.nysed.gov



Mandatory Requirement: Assurance of Joint Commitment and Collaboration Form

All applicants must submit the Assurance of Joint Commitment and Collaboration Form, signed by the applicant and all associated collective bargaining agent(s)

In this Assurance Form, the applicant (and all consortium members if a consortium application) and all applicable collective bargaining units **must** sign in order to certify that:

- All initiatives described in the application are consistent with applicable collective bargaining agreements; and
- If awarded funding under this RFP, the applicant will undertake and implement the initiatives proposed in the application; and
- In order to receive funding, and continue funding, the applicant (school districts, charter schools, BOCES and all consortium members if applicable), will have an approved APPR plan and be implementing it throughout the entire grant period.

Questions? Send an email to: STLE3@mail.nysed.gov



Mandatory Requirement: MOU



Consortium applicants must submit a Memorandum of Understanding (MOU)

- The lead applicant must submit one MOU that is signed by each consortium member
- Individual/charter applicants should *not* submit the MOU



Required Elements of the Proposal Narrative



Applicants must include a Proposal Narrative for Sections A-D of the proposal. Be sure to review the following appendices for additional information:

Appendix B	Career Ladders: Goals and Measurable Outcomes
Appendix C	Sustainability Support
Appendix D	Workplan/Timeline
Appendix E	Scoring Rubrics
Appendix F	NYSED Consortium Policy for State and Federal Discretionary Grant Programs
Appendix G	Prequalification Application for Grants Reform
Appendix H	Additional Resources

Questions? Send an email to: STLE3@mail.nysed.gov



Required Elements: Section A



Section A: Career Ladder Overview 30 points

The overarching purpose of Section A of the proposal narrative is to clearly and comprehensively detail the following:

- The career ladder the applicant intends to implement;
- All activities deemed necessary to complete implementation of the career ladder; and
- The current stage of implementation of the career ladder.



Required Elements: Section B



Section B: Career Ladder Support Summary 35 points

The overarching purpose of Section B of the proposal narrative is to detail the communication plan, how the applicant addresses issues of equity, the workplan/timeline, the sustainability plan and the overall goals and measurable outcomes for the applicant's career ladder and related activities.



Required Elements: Section C



Section C: Evidence of Applicant Capacity 15 points

In order to qualify for funding, applicants should describe their organizational capacity to undertake the work to be funded through this RFP (and the organizational capacity of consortium members if applying as a consortium).



Required Elements: Section D



Section D: Budget Forms 20 points

Section D should:

- Provide all information in a manner that will allow reviewers to clearly understand the basis of calculation for each proposed expenditure, as well as why the proposed expenditure is appropriate, reasonable and necessary.
- Demonstrate that the proposed expenditures are supplemental and do not supplant or duplicate services currently provided.
- If applicable, include a description of any other sources of funds (within and outside the district/school)
- Indicate, for each proposed expenditure, the total funding amount requested and the budget code under which it applies.
- Be checked for calculation accuracy in all budget forms. Inaccurate calculations and/or discrepancies between forms will adversely affect the scoring of this section.

Questions? Send an email to: STLE3@mail.nysed.gov



Required Elements: Budget Forms



FS-10

- Complete an FS-10 for each year of the program
- The most current form is available online at: <http://www.oms.nysed.gov/cafe/forms>

Budget Narrative

- Complete Attachment VI: Budget Narrative, detailing and justifying the funding requests under this RFP

Multi-Year Budget Summary

- Complete attachment VII: Multi-year Budget Summary, covering Periods 1 and 2 as labeled in the form



Allowable Activities and Costs



Program office staff will review budgets and eliminate any items that are deemed non-allowable or inappropriate. If any changes are made to a budget category form as a result of an expenditure being non-allowable or inappropriate, the program office staff person will communicate with the program contacts identified on the Application Cover Page and return a copy of the corrected budget category form.

On an annual basis, an approved copy of the current year's Budget Summary Form (FS-10) will be returned to the contact person listed on the FS-10 cover page by the Office of Grants Finance. A window envelope will be used for the return mailing. Please make sure that the contact information is accurate, legible, and confined to the address field.



Application Review and Scoring

Is the applicant eligible?

- Eligibility criteria met?
- Mandatory requirements certification completed?

YES

Applicant is Eligible

- Applicant will be scored out of 100 possible points
 - Section A: 30 points
 - Section B: 35 points
 - Section C: 15 points
 - Section D: 20 points

NO

Applicant is Not Eligible

- Application is considered non-responsive and will not be reviewed.

Proposals must receive a minimum of 65 points out of 100 points in order to be eligible for an award.

Questions? Send an email to: STLE3@mail.nysed.gov



Award Methodology



Applicants will be ranked within two categories:

1. Individual public school districts and public charter schools

2. Consortium Applicants

1. **Individual public school districts and public charter schools**: All scored applications will be scored and then listed in rank order. The highest scoring applications will be awarded until there are insufficient funds to award the next ranked applicant in full.

2. **Consortiums**: All scored applications will be listed in rank order. The highest scoring applications will be approved until there are insufficient funds to award the next ranked applicant in full.

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Required Reports



- Annual performance reports for each year of funding will be required in order to receive a continuation award from Program Period 1 to Program Period 2.
- Mid-year reporting will also be required for this RFP.
- In addition, recipients of Race to the Top funds must submit quarterly reports, including American Recovery and Reinvestment Act of 2009 (ARRA) reports.



Attachments



- Attachment I-A: Application Cover Page for Individual Public School Districts/Public Charter Schools
- Attachment I-B: Application Cover Page for Consortiums
- Attachment II: Mandatory Requirements Certification
- Attachment III-A: Assurance of Joint Commitment and Collaboration Form for Individual Public School District/Public Charter School Applicants
- Attachment III-B: Assurance of Joint Commitment and Collaboration Form for Consortium Applicants
- Attachment IV: MOU (Consortium Applicants only)
- Attachment V: Proposed Career Ladder for Teachers and Principals
- Attachment VI: Budget Narrative
- Attachment VII: Multi-Year Budget Summary



Helpful Tips



- Follow, in full, all mandatory requirements (e.g., make sure documents are signed)
- Submit complete and accurate budget forms
- Adhere to the scoring rubrics for each component of the grant



Closing



- Use the Application Checklist and Mandatory Requirements Certification form to help you ensure your application is complete.
- Use the appendices – they are there to provide additional support and guidance.
- Email your questions no later than November 5, 2013 to STLE3@mail.nysed.gov.



Closing



Important Dates

November 5, 2013:	Email any questions to STLE3@mail.nysed.gov .
November 12, 2013:	Questions and Answers will be posted at http://usny.nysed.gov/rttt/rfp/gt-23/home.html .
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March 1, 2014:	Anticipated Program Period begins on March 1, 2014; Program Period ends on June 30, 2015.

