

August 9, 2011

ACTION REQUIRED

TO THE SCHOOL ADMINISTRATOR ADDRESSED:

SUBJECT: Title I Campuses Identified in School Improvement for 2011-2012

Under the No Child Left Behind (NCLB) Act of 2001, a Title I, Part A funded campus that has not met Adequate Yearly Progress (AYP) for two or more consecutive years in the same indicator (reading, mathematics, attendance rate, or graduation rate) is subject to Title I School Improvement requirements.

Based on the 2011 campus Preliminary AYP Status released August 4, 2011, the **campus(es)** in your local education agency (LEA) included in the Preliminary List of Campuses in Title I School Improvement for 2011-2012 found on the Texas Education Agency (TEA or Agency) website at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798 **did not meet AYP** (for the indicator missed in AYP 2010) and **is/are** subject to Title I School Improvement requirements during the 2011-2012 school year. Please disseminate this information to the appropriate campus staff.

The following documents also will be available on the Agency's NCLB School Improvement website at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798 to assist you in meeting the Title I School Improvement Requirements.

- Title I School Improvement Guide to Implementation
- Title I School Improvement Requirements, Stage 1-5
- School Choice Question and Answer Document
- Instructions for Required Parent Notification Letters
- Required School Choice Parent Notification Letter in English and Spanish
- Required Supplemental Educational Services (SES) Parent Notification Letter in English and Spanish
- Fiscal Requirements for Title I Campuses in School Improvement
- Technical Assistance to School Improvement Program (SIP) campuses provided by the School Improvement Resource Center (SIRC)
- Information Related to School Improvement Carryover Funds, Pre-award Costs, and Campuses Exiting SIP

Even if the district submits an appeal regarding the AYP data to the Agency by September 2, 2011, the requirements referenced above must be implemented in a timely manner. The parent notification requirement must be implemented immediately.

Parent Notification Letters

Campuses are required to use the parent notification letters provided by TEA, which are available on the School Improvement website at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798 in both English and Spanish. The letter provided will only allow the LEA to insert information specific to the campus identified for improvement.

A copy of the parent notification letter must be uploaded through the NCLB Reports application on the Texas Education Agency Secure Environment (TEA SE), at the same time it is disseminated to parents. This is a new procedure. In the past, a copy of the letters has been required to be mailed to TEA; however, mailing the letters is no longer required. To meet federal requirements, the LEA must notify parents by letter no later than August 8, 2011, as stated in previous correspondence from the Agency, and SES letters (for campuses in Stage 2 and above) must be mailed no later than August 22, 2011.

Supplemental School Improvement Program (SIP) Funding

Title I campuses identified in School Improvement status are eligible for additional funding under the Title I School Improvement Program (SIP). Funding information will be available on the Agency's NCLB School Improvement web site at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798.

The funding formula and application for the SIP funding have changed for 2011-2012. The funding formula now consists of two categories – base services funding and effective activities funding. Base services funding may be applied for by the SIP campus to conduct any applicable school improvement activity identified by the campus' comprehensive needs assessment. The majority of the funding formula is available for implementing effective activities. Effective activities funding is optional funding for which the eligible campus may choose to apply only if the campus agrees to implement one or more of the effective activities from the Agency's approved list of activities. The campus must review its comprehensive needs assessment with its assigned Professional Service Provider (PSP) or regional education service center (ESC) Turnaround Team to determine the appropriate effective activities to choose. Examples of the types of effective activities approved by the Agency include, but are not limited to, the following.

- Implementing an Early Warning Data System or other approved dropout prevention activity.
- Stage 1 campus implements SES.
- Stage 1 campus implements the campus planning event with technical assistance from SIRC at Region XIII ESC.
- Customized technical assistance based on the campus' comprehensive needs assessment from the regional ESC, including customized professional development around STAAR Exams, End-of-Course Exams, English Language Proficiency Standards (ELPS), and other strategies to improve instruction and increase student achievement.
- Building the infrastructure for college readiness to determine implementation in either the Early College High School (ECHS), Science, Technology, Engineering, and Mathematics (STEM), or College for All programs in the second year, as prescribed by the Agency.
- Continuing implementation of ECHS, STEM, College for All, or the Teacher Advancement Program (TAP) programs as required, implementing the program with fidelity.
- Building the infrastructure to determine participation in the Texas Turnaround Leadership Academy.

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Detailed information about the effective activities will be available in the *Program Guidelines for the School Improvement Program* application for funding when it becomes available in eGrants. Campuses continuing in School Improvement should note that some campus allocations will be very different from the past funding formula.

Campus allocations and the eGrants application for the School Improvement Program will be available through the TEA eGrants system on **September 6, 2011**. The application must be completed and submitted through the eGrants system and is due to TEA no later than 5:00 p.m., CST, **October 21, 2011**. Campuses continuing in School Improvement should note that some campus allocations will be very different from allocations that were generated in prior years through the previous funding formula.

In order to receive the SIP funding, the following requirements must be met:

1. Principals new to a SIP campus must attend one of five SIRC Introductory meetings to be held across the state in September 2011. LEA administrators are strongly encouraged to attend with the campus principal. The continuing campus principal must participate in the Stage Requirement webinar specific to their Stage offered by the SIRC in August 2011 after the release of the AYP designations. For more information, go to SIRC's website at www.sirctexas.net/.
2. The campus principal and campus personnel must participate in the Texas School Improvement (TSI) Conference on October 26-27, 2011, in Austin, Texas provided by SIRC.
3. Stage 1 campus principals must participate in TEA's required external campus administrative mentor (CAM) program. CAM services are pre-paid by TEA through the SIRC at Region XIII ESC. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing that 1) the principal will participate in the CAM program, and 2) the CAM services will be pre-paid.
4. Stages 2-5 campus principals must participate in TEA's required external technical assistance provider (TAP) program. TAP services are pre-paid by TEA through the SIRC at Region XIII ESC. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing that 1) the campus principal and staff will participate in the TAP program, and 2) the TAP services will be pre-paid.
5. Campuses in Stage 2 and above that have less than 100% of core academic subject area classes taught by highly qualified teachers are required to submit the campus' Highly Qualified Teacher Continuous Improvement Plan to the Division of NCLB Program Coordination at TEA by the designated deadline.
6. Districts with campuses in Stage 2 and above must implement the EZSES Management System.
7. Districts with campuses in Stage 2 and above must participate in the *Evaluation of the Supplemental Educational Services*.
8. Campuses in Stage 1 and above must meet all the requirements for their Title I SIP Stage, described at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798.

TEA will approve pre-award costs for any SIP-related costs incurred by the campus as of July 1, 2011, for existing SIP campuses and August 4, 2011, for new SIP Stage 1 campuses.

Although a Title I, Part A campus is not required to accept the SIP program funding, the Title I, Part A campus is required by statute to implement all statutory SIP program requirements.

Technical Assistance to Campuses Identified in School Improvement Status

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The Division of NCLB Program Coordination at the TEA provides technical assistance to LEAs identified in School Improvement status through the SIRC at Region XIII ESC. SIRC serves in an advisory capacity to schools in need of improvement. A representative from the SIRC office will be contacting school administrators to invite you to attend SIRC conferences designed to assist schools through the school improvement process. Additional assistance may also be available at your regional ESC. For information about the SIP Introductory Meeting, TSI conference, or SIP technical assistance, please contact SIRC through the information available at www.sirctexas.net/.

Appeals of SIP Designation

Campuses planning to appeal their August 4, 2011, school improvement designation should complete and submit the SIP application for funding by the **October 21, 2011**, due date, regardless of the status of their appeal. In the event the appeal is denied, the campus will already have approved SIP funding for the school year.

If a campus successfully appeals the school improvement designation, and the approved appeal exits the campus from school improvement status, the following requirements apply.

- All SIP funding will be stopped immediately upon the appeal being granted, because the campus is no longer in SIP designation and is no longer eligible for SIP funding. The campus must file a final expenditure report within 10 days of the appeal being granted. All remaining 2011-2012 SIP funds will be reallocated to other SIP campuses within the state.
- However, if the district has other SIP campuses, any 2010-2011 carryover funds from the exited campus may be used at another SIP campus within the LEA. If the district has no other SIP campuses, the remaining SIP funds from the exited campus will be reallocated to other SIP campuses within the state.
- The campus must allow all requests for school choice to continue through the end of the school year.
- If an eligible student has exercised the option to transfer to another public school campus, the LEA must permit the student to remain in that campus until he or she has completed the highest grade in the campus. However, the LEA is no longer obligated to provide transportation for the student.

Any SIP campus that exits school improvement status upon the August 4, 2011 AYP release **may not expend 2010-2011 SIP/SIP ARRA funds after that date**. If services or materials are received before the August date, those invoices may be paid. The LEA must ensure that no SIP funds are expended on the campus after the AYP results are released in which the campus exits school improvement.

Guidance on the Title I School Improvement Program will be available on the Agency's NCLB web site at http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798.

If you have questions regarding the Title I School Improvement Requirements for the campus(es) in your LEA, please contact Ms. Becca Marsh in the Division of NCLB Program Coordination at becca.marsh@tea.state.tx.us, or via telephone at (512) 936-2256. You may also contact the School Improvement Unit in the division at (512) 463-9374, Option #3.

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For questions regarding the implementation of the CAM program, TAP program, SIRC technical assistance, SIRC introductory meeting, or TSI conference, contact SIRC staff using the contact information provided through www.sirctexas.net/.

For information regarding corrective actions, restructuring, and other intervention activities, contact the Division of Program Monitoring and Interventions at (512) 463-5226.

Sincerely,

Cory Green, Senior Director
Division of NCLB Program Coordination