



Ira Schwartz, Assistant Commissioner  
Office of Accountability  
55 Hanson Place, Room 400  
Brooklyn, New York 11217  
Tel: (718) 722-2796 / Fax: (718) 722-4559

**To:** Focus Districts  
**From:** Ira Schwartz *Ira Schwartz*  
**Date:** September 18, 2012  
**Subject:** Identification of Outside Educational Experts (OEEs) and Preparation for Implementation of the Diagnostic Tool for School and District Effectiveness (DTSDE)

In August 2012, Focus Districts received final designations and a list of next steps that must be taken, including the selection of Outside Educational Experts (OEE) who will be required to participate in training regarding the implementation of the Diagnostic Tool for School and District Effectiveness (DTSDE) during the 2012-13 school year. In order to serve during onsite visits conducted by Integrated Intervention Teams and/or the District's Self-Evaluation using the DTSDE, perspective OEEs must participate in this training.

Please note that a school district may only enter into contracts with those OEEs that have been approved by the New York State Education Department (SED), and SED, in turn, will approve only those persons who commit to participate in the initial DTSDE training, currently scheduled for November 13-16 in Albany, as well as on-going monthly professional development as specified by SED. Enclosed is an OEE candidate application that must be completed by the OEE and returned to the designated person in each school district along with a current resume. Both documents must be received by the School and District Review Team at SED by close of business **Friday, October 5, 2012**. Districts should send this information to the attention of Ms. Doris Hill-Wyley, New York State Education Department, 89 Washington Avenue, Room 385 Education Building Annex (EBA), Albany, New York 12234.

Districts should plan for an Outside Educational Expert to participate in the following visits in the 2012-13 school year:

- Priority Schools that the district has selected to implement a whole school reform model in the 2013-14 school year. (Note: At least two-thirds of the Priority Schools in the district must be scheduled to begin implementing a whole school reform model no later than the beginning of the 2013-14 school year. For example, if a district has six Priority Schools, a total of four schools must begin implementation of the model in either the 2012-13 or 2013-14 school year.) Districts must submit of the dates by which their Priority Schools will begin implementation of a whole school reform model by October 1, 2012 using the Priority School Implementation Schedule Form that can be found at: <http://www.p12.nysed.gov/accountability/ESEAMaterials.html>
- A maximum of two Focus Schools selected by SED for an on-site diagnostic review. If a district has only elementary and middle Focus Schools or only high school Focus Schools, then SED will visit only one Focus School in the district. Districts will be contacted within the next few weeks with information regarding the Focus School(s) that will be visited during the 2012-13 school year.

Districts with schools that have received a 2012-13 school year 1003(g) School Improvement Grant or with a school that received a 2010-11 school year 1003(g) School Improvement Grant will also be required to make arrangements for visitation by Outside Educational Experts to selected schools from this group as determined by SED.

Districts should also keep in mind that Commissioner's Regulations require that for schools designated as Focus and Priority in the years in which an SED Integrated Intervention Team does not conduct an on-site diagnostic review, the school district is required to oversee the conduct of a diagnostic review to inform development of the District Comprehensive Improvement Plan (DCIP) and the School Comprehensive Education Plan (SCEP). Districts may wish to consider having OEEs as members of the teams that conduct such reviews.

Districts with Title I schools will receive Title I 1003(a) grants that may be used to pay for the services of OEEs. Alternatively, districts that believe they will be unable to secure the services of an OEE (e.g., the district is ineligible for a Title I School Improvement Grant and does not have local resources available to pay for an OEE) may request that SED assign an OEE to the visit, in which case the district will not be charged for the services of the OEE.

Districts will receive notification of OEE approval determinations from SED following review of the candidate's application and resume. The District in turn will be responsible for notifying the OEE of his/her status and, if approved, details of the DTSDE training calendar for the 2012-13 school year.

To assist you in preparing to implement the DTSDE and to complete your 2012-13 DCIP and SCEPs, SED will be conducting the following two webinars in which SED strongly encourages district participation:

- Monday, September 24 at 1 p.m. – *“District Next Steps Aligned to the Diagnostic Tool”*  
Available at: [http://ellum2.nyit.edu:80/join\\_meeting.html?meetingId=1336504812485](http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1336504812485)
- Tuesday, October 2, 2012 at 11 a.m. – *“ESEA Update Webinar - DCEP and CIP”*  
Available at: [http://ellum2.nyit.edu:80/join\\_meeting.html?meetingId=1336504812464](http://ellum2.nyit.edu:80/join_meeting.html?meetingId=1336504812464)

During both sessions, we will discuss next steps for Focus Districts and emphasize the implementation of and preparation for diagnostic tool reviews. The initial webinar containing basic information about the DTSDE was previously recorded and can be accessed at: <http://www.p12.nysed.gov/accountability/Webinars.html>.

The link to DTSDE is: <http://www.p12.nysed.gov/accountability/DiagnosticTool.html>.

If you have additional questions pertaining to Focus District status, please contact the Office of Accountability at [accountinfo@mail.nysed.gov](mailto:accountinfo@mail.nysed.gov) or (718) 722-4553.

We look forward to supporting your efforts to build the capacity of your district to support schools in developing and implementing comprehensive strategies to raise student achievement.

ATTACHMENT