

# **Race to the Top**

## **Monthly Report: December 2010/January 2011**

### **Maryland**

Date Submitted: January 25, 2011

#### **Activities**

##### Department-wide

- MS-22 forms (job descriptions) were completed delineating duties/responsibilities of various RTTT positions enabling us to hire individuals for those positions.
- Staff from Division of Reform and Innovation and Curriculum and Instruction have begun to design and develop the Educator Effectiveness Academies to be implemented in summer 2011 for approximately 5800 teachers and principals.

##### Personnel

- Interviewed and selected individuals to fill various RTTT positions that will enable them to begin projects, this includes project managers. Interviewing will continue until all positions are filled.
- Interviewed individuals for RTTT Financial Manager position. Re-advertized the position. Conducting third set of interviews on February 2, 2011.

##### Budget/Procurement

- Identified RTTT funding that can possibly be made available to Montgomery and Frederick counties from State portion to support RTTT initiatives in their respective school systems
- Established budget realignment processes – an alignment process (less than \$100,000) and an amendment process (in excess of \$100,000). We are currently exploring areas where we may need to suggest amendments.

##### LEA Scopes of Work

- Awaiting letter from USDE granting us permission to allow LEAs to begin drawing down funds so they can begin implementation of initiatives within their school systems.

##### Project Management

- Project managers detailed tasks for their respective projects and submitted them to program directors
- Using Project 2010, an initial program schedule delineating tasks by year and quarter has been created for all 54 projects
- Program directors are meeting with project managers weekly to review project schedules identifying major accomplishments, issues that need to be resolved, and any budget issues.
- A monthly reporting form and process has been developed for the 54 MSDE projects and their program/project managers.

- Conducted an orientation session for all assistant superintendents and project managers focused on four objectives: identifying how collaboration and project management will lead to successful implementation of the RTTT grant; describing the RTTT support network designed to assist project managers; reviewing project reporting activities; and establishing a comfort level with Microsoft Project 2010. There will be follow-up training sessions on Project 2010 on January 26 and February 1 for all project managers. By February 15, 2011, all project managers will submit a detailed project schedule for their respective project(s) using Project 2010. The project schedule will include: summary tasks, subtasks, milestones, percent of completion, duration, start/end dates, predecessors, and resources.
- The Educator Effectiveness Council, created by Governor O'Malley and charged with presenting recommendations regarding the new teacher and principal evaluation system, has received a six-month extension to complete their deliberations before making recommendations to the Governor in June 2011. They meet bi-weekly.

### **Successes**

- The MSDE Maryland Longitudinal Data Systems (MLDS) Steering Committee held its second meeting on December 16, 2010. The committee represents senior executive stakeholders and education subject matter experts who are charged with guiding the RTTT-MLDS project initiatives. The group's primary function is to oversee the direction and progress of the development team in achieving its outcomes. The committee will monitor progress and participate in resolution of barriers and issues.
- Developed a process and form for monthly project management status reporting and monitoring.
- The RTTT Project Manager Orientation session was extremely well received by all participants.

### **Challenges**

- Getting final approval from USDE to allow LEAs to begin drawing down their money
- Receiving guidance from USDE on monitoring procedures and extending timeline for which we need to submit our own plan due to late receipt of said guidance.

### **Projected Activities for February 2011**

- Hire RTTT financial manager
- Expanded project schedules for each project are due on February 15, 2011
- Accelerated project implementation

### **Questions**

- Same as two challenges above