



## **Maryland's Race to the Top** *From National Leader to World Class* **Local Education Agency Scope of Work Plans**

### **OVERVIEW**

The Scope of Work provides the plan for the use of funds designated for a Local Education Agency (LEA) from Maryland's Race to the Top grant. Each LEA must specify how it intends to use its allocated funds for each of the four years of the grant. The first draft of the Final Scope of Work is due to MSDE on Tuesday, November 3, 2010. Revised Scopes of Work (if necessary) are due on Wednesday, November 17.

### General Guidelines

1. LEA scope of work plans must align with Maryland's Race to the Top application.
2. Each LEA plan will be different according to that LEA's specific needs.
3. Total budgeted expenditures over four years must match the total amount designated for the LEA although amounts may vary by year.
4. Budgets and accounting for all funds will follow guidelines established by MSDE.

### Prohibited Expenses

According to United States Department of Education (USDE) guidance, the following are examples of unacceptable uses of funds

1. Payment of maintenance costs;
2. Stadiums or other facilities primarily used for athletic contests or exhibitions, or other events for which admission is charged to the general public;
3. Purchase or upgrade of vehicles;
4. Improvements of stand-alone facilities whose purpose is not the education of children, including central office administration or operations or logistical support facilities; and
5. School modernization, renovation, or repair that is inconsistent with State law.

### Calendar of Important Dates

Thursday, August 19, 2010

Notice of September 14 meeting sent to superintendents

Tuesday, August 24, 2010

Notice of RTTT Award (90 day period for submission of LEA Scopes of Work begins)

Monday, August 30

Conference call with USDE – Initial Guidance to MSDE

Tuesday, August 31

Email to superintendents about what to begin thinking about

Tuesday, September 14, 2010

Technical Assistance Meeting at MSDE (LEA Teams)

- Overview of State Race to the Top Plan
- Review of Memorandum of Understanding
- Discussion of Guidelines for LEA Scopes of Work Plans
- Budgets
- Q & A

Wednesday, November 3, 2010

First Draft of Scopes of Work due to MSDE

Thursday, November 4 to Wednesday, 10, 2010

Review of First Drafts of Scopes of Work by MSDE

Thursday, November 11 to Wednesday, 16, 2010

Revisions to Scopes of Work as necessary by LEA

Wednesday, November 17, 2010

Revised Scopes of Work submitted to MSDE

Thursday, November 18 and Friday, November 19

Final Review and Approval of Scopes of Work by MSDE

Monday, November 22, 2010

MSDE submits all Final Scopes of Work to USDE.

#### General Criteria for Review of LEA Scopes of Work

1. Is the plan **comprehensive**, articulating a clear vision for change based on identified needs and addressing the four assurances?
2. Do the activities in the plan **align** to that vision and to activities and spirit of the State Race to the Top Plan?
3. Will the plan make a difference in **student achievement** and in **closing the achievement gap**?
4. Is the plan **collaborative**, including the full range of stakeholders?
5. How will the Scope of Work Plan be **integrated** into the LEAs Master Plan beginning with the 2011-12 school year?

Agreements in Original Memorandum of Understanding (Preliminary Scope of Work)

In the preliminary Scope of Work, each participating LEA agreed to implement the State Plan in each of the areas identified below. These are considered required activities for each participating LEA. Each participating LEA must describe in its Scope of Work Plan narrative how it will address each of these areas, in alignment with the State Race to the Top Plan.

<b>Elements of State Reform Plans</b>	<b>LEA Participation</b>	
<b>B. Standards and Assessments</b>		
(B)(3) Supporting the transition to enhanced standards and high-quality assessments	Y	
<b>C. Data Systems to Support Instruction</b>		
(C)(3) Using data to improve instruction:		
(i) Use of local instructional improvement systems	Y	
(ii) Professional development on use of data	Y	
(iii) Availability and accessibility of data to researchers	Y	
<b>D. Great Teachers and Leaders</b>		
(D)(2) Improving teacher and principal effectiveness based on performance:		
(i) Measure student growth	Y	
(ii) Design and implement evaluation systems	Y	
(iii) Establish a rigorous evaluation process	Y	
(iv)(a) Use evaluations to inform professional development	Y	
(iv)(b) Use evaluations to inform promotion, retention, and compensation for the equitable distribution of teachers and principals in the lowest-achieving schools	Y	
(iv)(c) Use evaluations to inform tenure and/or full certification	Y	
(iv)(d) Use evaluations to inform removal	Y	
(D)(3) Ensuring equitable distribution of effective teachers and principals:		
(i) High-poverty and/or high-minority schools	Y	
(ii) Hard-to-staff subjects and specialty areas	Y	
(D)(5) Providing effective support to teachers and principals:		
(i) Quality professional development	Y	
(ii) Measure effectiveness of professional development	Y	
<b>E. Turning Around the Lowest-Achieving Schools</b>		
(E)(2) Turning around the lowest-achieving schools	Y	

Additional Required Activities for all LEAs

1. Cooperate with the national and statewide evaluation of the Race to the Top program
2. Participate in Educator Instructional Improvement Academies
3. Participate in Induction Program Academies

Optional Activities in LEA Scope of Work Plans

1. Optional activities are those activities which, in addition to the required activities, the LEA determines are necessary in order to implement their Scope of Work Plans.
2. The number and kind of optional activities will vary by school system depending upon the size of their budgets and their priorities.

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**LEA SCOPE OF WORK PLANS**

Each LEA Final Scope of Work Plan will consist of two parts.

Part I: Narrative and Action Plans

The first part of the LEA Plan will be a narrative accompanied by action plans. The narrative will be in sections, corresponding to the sections in Maryland's Race to the Top application. Please see the accompanying template that describes what is needed in each section of the narrative and action plan. LEAs should refer to the State's Plan in drafting their narratives to ensure alignment.

Each LEA must address in its narrative how these Final Scope of Work Plans will be an integral part of its LEA Comprehensive Master Plan submissions beginning with the 2011-12 school year.

Part II: Budgets

- LEAs will submit four annual budgets, a grant budget total, and a summary budget of the four years with its Final Scope of Work Plan. These budgets will be submitted on the forms found in attachment 2 using the Maryland C-1-25 Budget form and other appropriate forms. These forms capture the overall expenditures by category, but they do not capture individual project level budgets.
- Individual Project Budgets will be submitted on the MSDE Project Level budget forms. These individual project level budget forms will include a project title, the criteria of the Race to the Top application that is being addressed, a project description, and total costs for that project (see attachment 2).
- In submitting budgets, LEAs are agreeing to adhere to all budgetary/accounting guidelines, assurances, mandatory grant provisions, and other caveats provided by USDE or MSDE.
- All expenses must be reasonable and allowable.
- As with any federal grant program, budgets will be finalized after discussions between the grantees and the U.S. Department of Education, and the money will be distributed over time as the grantees meet established benchmarks.

## **TEMPLATE**

### **LEA FINAL SCOPE OF WORK PLAN**

#### **Section A: State Success Factors**

Narrative:

Narratives for each section of the Final Scope of Work Plan must include the specific goal(s) that the LEA commits to accomplish. These goals must also appear on the related action plans.

In addition to the goals that will appear in each section, the narrative for Section A will describe the LEA's vision for reform aligned to the State Plan. It will commit to participation in the national and statewide evaluation of the Race to the Top program. It will also describe any optional activities that it wishes to address in Section A with its funds from Race to the Top. (*Maximum of 3 pages of narrative*)

Action Plan: Following the narrative, the LEA will complete the action plan for that section. Each cell of the action plan must be addressed if an activity is listed.

- a. Activity -- Describe the activity planned for supporting the Race to the Top application so that it is clearly understandable how the funds will be spent.
- b. Correlation to State Plan – Code the activity to the appropriate section of the State Race to the Top application
- c. Project # -- If the project has a budget attached, the LEA must assign a project number that corresponds to the number on the budget.
- d. Timeline -- Describe the timeline for the completion of the activity.
- e. Key Personnel – List the LEA employees who will be responsible for the activity.
- e. Performance Measure – Describe how this activity will be evaluated for implementation and effectiveness.
- f. Recurring Expense -- Indicate if this use of funds will create recurring expenses beyond the four-year scope of the funding. If the LEA indicates that there are recurring funding needs at the conclusion of the grant period, it must specify in its narrative exactly what those recurring expenses will be and propose an ongoing funding source.
- g. If the LEA intends to submit a budget for a particular activity, that activity must appear on the action plan for that section.
- h. There must be four action plans submitted for each section – one for each year of the grant. These four action plans, where funds are allocated, should also correspond to the four budgets on the C-1-25 form.

**Action Plan: Section A**

**LEA:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Year of the Grant (circle one)**    **1**    **2**    **3**    **4**

**Goal(s):**

<b>Section A: State Success Factors</b>	Correlation to State Plan	Project #	Timeline	Key Personnel	Performance Measure	Recurring Expense: Y/N
<i>MOU Requirements: (No)</i>						
<i>Additional Required Activities:</i>						
1. Cooperate with national and statewide evaluation	(A)(2)		12/01/10 – Expiration of Grant			N
<i>Optional Activities:</i>						
1.						
2.						
3.						
4.						
5.						

**Section B: Standards and Assessments**

Narrative: The narrative for Section B will address the activities included in the original Memorandum of Understanding (B)(3). It will also describe any optional activities that it wishes to address with its funds from Race to the Top. *(Maximum of 3 pages of narrative)*

Action Plan: After the narrative, the LEA will complete the below action plan for Section B, following the directions provided for Section A

**Action Plan: Section B**

LEA: \_\_\_\_\_ Date: \_\_\_\_\_ Year of the Grant (circle one)    **1**    **2**    **3**    **4**

**Goal(s):**

<b>Section B: Standards and Assessments</b>	<b>Correlation to State Plan</b>	<b>Project. #</b>	<b>Timeline</b>	<b>Key Personnel</b>	<b>Performance Measure</b>	<b>Recurring Expense: Y/N</b>
<i>MOU Requirements: (Yes) Activities to Implement MOU Requirements</i>	(B)(3)					
1.						
2.						
3.						
<i>Optional Activities:</i>						
1.						
2.						
3.						
4.						
5.						

**Section C: Data Systems to Support Instruction**

Narrative: The narrative for Section C will address the activities included in the original Memorandum of Understanding (C)(3)(i-iii). It will also describe any optional activities that it wishes to address with its funds from Race to the Top. *(Maximum of 3 pages of narrative)*

Action Plan: After the narrative, the LEA will complete the below action plan for Section C, following the directions provided for Section A.

**Action Plan: Section C**

LEA: \_\_\_\_\_ Date: \_\_\_\_\_ Year of the Grant (circle one)    1    2    3    4

**Goal(s):**

<b>Section C: Data Systems to Support Instruction</b>	Correlation to State Plan	Project. #	Timeline	Key Personnel	Performance Measure	Recurring Expense: Y/N
<i>MOU Requirements: (Yes) Activities to Implement MOU Requirements</i>	(C)(3)(i-iii)					
1.						
2.						
3.						
<i>Optional Activities:</i>						
1.						
2.						
3.						
4.						
5.						



**Section D: Great Teachers and Leaders**

Narrative: The narrative for Section D will address the activities included in the original Memorandum of Understanding (D)(2)(i-iv); (D)(3)(i-ii); and (D)(5)(i-ii). It will commit to participation in the Educator Instructional Improvement Academies and the Induction Academies. It will also describe any optional activities that it wishes to address with its funds from Race to the Top. *(Maximum of 3 pages of narrative)*

Action Plan: After the narrative, the LEA will complete the below action plan for Section D, following the directions provided for Section A.

**Action Plan: Section D**

LEA: \_\_\_\_\_ Date: \_\_\_\_\_ Year of the Grant (circle one)    1    2    3    4

**Goal(s):**

<b>Section D: Great Teachers and Leaders</b>	Correlation to State Plan	Project #	Timeline	Key Personnel	Performance Measure	Recurring Expense: Y/N
<i>MOU Requirements: (Yes) Activities to Implement MOU Requirements</i>	(D)(2)(i – iv) (D)(3)(i - ii) (D)(5)(i - ii)					
1.						
2.						
3.						
<i>Additional Required Activities:</i>						
1. Educator Instructional Improvement Academies						
2. Induction Academies						
<i>Optional Activities:</i>						
1.						
2.						

3.						
4.						
5.						

**Section E: Turning Around Lowest Achieving Schools**

Narrative: The narrative for Section E will address the activities included in the original Memorandum of Understanding (E)(2). It will also describe any optional activities that it wishes to address with its funds from Race to the Top. *(Maximum of 3 pages of narrative)*

Action Plan: After the narrative, the LEA will complete the below action plan for Section E, following the directions provided for Section A.

**Action Plan: Section E**

LEA: \_\_\_\_\_ Date: \_\_\_\_\_ Year of the Grant (circle one)    **1**    **2**    **3**    **4**

**Goal(s):**

<b>Section E: Turning Around Lowest-Achieving Schools</b>	Correlation to State Plan	Project #	Timeline	Key Personnel	Performance Measure	Recurring Expense: Y/N
<i>MOU Requirements: (Yes) Activities to Implement MOU Requirements</i>	(E)(2)					
1.						
2.						
3.						
<i>Optional Activities:</i>						
1.						
2.						
3.						
4.						
5.						

**Section F: General**

Narrative: The narrative for Section F will describe any optional activities that it wishes to address with its funds from Race to the Top. For the purposes of this Action Plan, activities related to Section F of the State application or any of the “Priorities” may be addressed. *(Maximum of 3 pages of narrative)*

Action Plan: After the narrative, the LEA will complete the below action plan for Section F, following the directions provided for Section A.

**Action Plan: Section F**

LEA: \_\_\_\_\_ Date: \_\_\_\_\_ Year of the Grant (circle one)    1    2    3    4

**Goal(s):**

<b>Section F: General</b>	Correlation to State Plan	Project #	Timeline	Key Personnel	Performance Measure	Recurring Expense: Y/N
<i>MOU Requirements: (No)</i>						
<i>Optional Activities:</i>						
1.						
2.						
3.						
4.						
5.						

## Signature Page

The signature of the LEA superintendent commits the LEA to the terms and conditions in this Final Scope of Work Plan for Race to the Top funds.

\_\_\_\_\_  
Signature of LEA Superintendent

\_\_\_\_\_  
Print Name:

Date: \_\_\_\_\_

**Attachment A**  
**Grant Awards by LEA**

**Attachment B**  
**Budget (C-1-25)**

Include all of the budgeting forms and directions they will need  
(C-1-25 forms and Project Level Budget Forms)