



Office for Elementary, Middle, Secondary and Continuing Education

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Office of School Operations and Management
Room 874 EBA (518) 474-2238

July 3, 2013

To: Contract for Excellence Superintendent and New York City Schools Chancellor
From: Charles A. Szuberla

Subject: Contracts for Excellence (C4E) 2013-14 Information

The 2013-14 State budget continued the Contracts for Excellence requirement from 2012-13. Eligible districts must file a Contract for Excellence to maintain the same contract amount approved by the Commissioner. This may represent an opportunity for many districts to align Contract for Excellence funds with their Common Core implementation efforts.

All of the reports, guidance and forms from previous years remain on our C4E website (<http://www.p12.nysed.gov/mgtserv/C4E/>) for reference. To reduce costs, we have developed a streamlined application form based on a simple spreadsheet that captures funding allocations at the school and program level, along with the necessary narratives. There is also an Excel Targeting Matrix posted on the website to use in calculating your revised targeting to students with the greatest educational needs, consistent with regulations.

Similar to previous years, districts will be able to redesign C4E programs if they wish to reallocate Contract funds to meet changing needs or to refine the focus of the funds for improved student achievement. Districts will need to enter allocations by school and C4E program. Please refer to the Targeting Matrix to assess the impact of the funds on student populations and meet the requirements of the program. Districts must ensure that funds are predominately targeted to students with the greatest educational needs.

The dollar amounts to be maintained by each district, a calendar for 2013-14 activities, the form templates needed to complete your application and questions and answers (FAQs) to address the changes for this year are posted on our web site www.emsc.nysed.gov/mgtserv/C4E. Please refer to this site often for additional guidance.

The initial submission deadline this year is **July 16, 2013** for Draft Contracts. After you certify and submit your Contract, you must post to your C4E website, using the templates, the following reports describing your Contract for Excellence Plan to start the required 30-day public comment period and conduct public hearings:

1. Narrative overview of Contract for Excellence
2. Detailed C4E allocations by program and school
3. District certification and planned dates for meeting public process requirements

You may use a portion of a regularly scheduled school board meeting to meet the requirement for a public hearing. You must provide and advertise the opportunity to make specific comments

on the C4E plan for 2013-14 and identify it as a separate agenda item, as reflected in the Board Agenda and Minutes. You will have the opportunity, of course, to revise and resubmit your Contract after the public comment period closes and you have assessed public comments. The deadline for the formal C4E submission from districts is **August 23, 2013 for Final Contracts**. You do not need to resubmit your Draft Contract if there are no changes after the public process.

Please let us know any questions or concerns you may have. You can e-mail us concerning C4E at emscmgts@mail.nysed.gov.

Sincerely,

Charles A. Azuberta Jr.

Attachments

cc: Christina Coughlin
Stephen McNally