Scope of Work Revision Protocol

2013 - 2014

Due June 14, 2013

The successful implementation of the LEA Scope of Work is vital to the achievement of Ohio's Race to the Top Strategy. It is critical that the Scope of Work be a living, fluid document that is responsive to the reality of a multi-year implementation plan. Based on that reality, revisions will need to take place and a procedure must be provided. With this in mind, the following expectations will exist:

The following are guidelines for revising your document, so that the reader can delineate between deletions versus additions.

1. **All revisions** to an LEA Scope of Work for Year 4 must be done using ~~strike thru~~ of the existing text with revised text in red font. Please also use red font for any new text added during the revision.

2. All revisions done in fully approved sections must be **pre-approved by your Regional Specialist before submission**. Please, contact your Specialist to set up a meeting to discuss changes. The Regional Specialist will document the fact that a revision has taken place and that the changes were approved. At that point, you should upload your revised Year 4 Scope of Work to your Year 4 folder.

3. Guidelines for approval would include changes in timelines, improvement of performance measures or slight changes in course or approach. If **performance pay** in any form was a part of the original Scope of Work it may not be removed. **These changes should not impede compliance with Scope of Work assurances in any way. All RttT LEAs will fully implement OTES and OPES in Year 4.**

***Please come prepared at Spring Regionals to discuss any questions you may have for your application area revisions. ODE application area experts will be there to answer your questions.**