



## AccountabilityWorks

September 5, 2002

Kelly Riley  
Office of the Governor  
P.O. Box 139  
Jackson, MS 39205

Dear Dr. Riley,

We look forward to seeing you and the other members of your state delegation at the Following The Leaders Legislative & Policy Institute. This unique forum is designed to provide you intensive support and technical assistance as you work on your state's response to the *No Child Left Behind Act of 2001* (NCLBA). This letter contains important information about Institute logistics. Also enclosed is a document with a brief description of Institute activities as well as the agenda. We encourage you to circulate all this information to all of the individuals coming to the Institute from Mississippi.

The Institute will take place September 20-21, 2002 at the Westfields Marriott in Chantilly, Virginia. The Westfields Marriott is located at 14750 Conference Center Drive, Chantilly, VA, just 7 miles from Dulles airport. Your contact for all questions regarding institute logistics is Marci Sliman. She may be reached at (w) 202/244-9311 or (cell) 202/487-5857, or by e-mail at [musliman@accountabilityworks.org](mailto:musliman@accountabilityworks.org).

Regarding air travel, we request that you book your own travel, the cost of which will be reimbursed up to a reasonable amount based on receipts submitted after the Institute. We expect the cost not to exceed \$400 for travel from Mississippi to Dulles, VA, plus up to \$25 for taxi or other ground transportation to your hometown airport (or train station). In the event that you have any difficulty making travel arrangements within these price guidelines, please contact Marci Sliman. We suggest you coordinate travel plans as soon as possible and plan to arrive no later than 6:30pm on Thursday, September 19 for dinner at 7:30pm, and plan to depart the Conference Center at approximately 4:15pm on Saturday afternoon. The hotel is located 7 miles from Dulles Airport and transportation to/from the Conference Center will be provided by Marriott. (We will coordinate transportation between Dulles airport and the Conference Center based on your itineraries.) Please forward your itineraries to Marci as soon as possible for that purpose.

All meals and hotel charges are covered directly under our agreement with the Westfields Marriott so you will not need to be reimbursed. The first meal included is dinner on Thursday evening (19<sup>th</sup>). The last meal covered will be lunch on Saturday (21<sup>st</sup>).

Additional travel expenses, e.g transportation between your home and local airport, will be reimbursed based on the current federal government rate of .36 cents/mile for use of privately owned vehicles. Meals, not provided by the institute or airline, will be reimbursed at a per diem rate not to exceed \$46/day.

Marci will be in contact with you over the next weeks to provide additional information about the institute. However, if you have questions in the interim, please do not hesitate to contact her (telephone and e-mail above).

I look forward to seeing you at the Institute!

Sincerely,

Theodor Rebarber  
President

Enclosure

## **Following The Leaders**

Legislative & Policy Institute  
September 20-21, 2002

Westfields Marriott  
Chantilly, Virginia

The *Following The Leaders (FTL)* Legislative & Policy Institute will provide a unique forum for key policymakers from each state to work on their state response to the *No Child Left Behind Act of 2001 (NCLBA)* in a focused and supported environment. The September, 2002, institute will focus on legislative and other policy changes that need to be made by each participating state in light of NCLBA (though states will also be invited to consider reforms that go beyond NCLBA requirements). The institute is jointly sponsored by AccountabilityWorks with assistance from the National Conference of State Legislatures (NCSL). Typical state delegations may include state legislative leaders, governors' education aides, the state schools chief and senior aides, and state board members or senior staff. Future FTL institutes, to be held annually, will focus on implementation issues and are not likely to include general government officials.

The institute topics fall into three general categories: Standards, Assessments and Data Disaggregation; Corrective Action for Failing Schools and Districts & Preventing Failing Schools and Districts; Accountability & Adequate Yearly Progress (AYP). These topics will be addressed by a "faculty" of national and state experts in panel presentations to the full group. There will be time for discussion and questions for each panel. Following the panel presentations, break-outs will allow each state team to meet as a small group and work on reforms specific to their state for each of the institute topics. During this time, the faculty will circulate among the states as resource persons available "as needed." At the end of the Institute, each state delegation will make a short (7-8 minute) presentation to the full group summarizing the state's plans for reform in these areas followed by questions from the other states.

An outline of the Institute agenda follows. For each panel, there is an illustrative list of *some* of the topics to be addressed.

Friday, September 20

8:30 – 9:00 Breakfast

9:00 – 10:15 Panel 1: Standards, Assessments & Reporting Data

*Institute faculty address:*

- Filling in “off-grade” assessments/performance benchmarks
- Refining of standards, linking them to post-secondary expectations
- Implementing data systems to meet NCLBA reporting requirements
- Defining “proficient” achievement
- Preparing for defense of high-stakes testing
- Incorporating special needs students

10:15 – 10:30 Break

10:30 – 12:15 State Team Break-Outs on Standards, Assessments & Reporting Data

12:15 – 1:30 Lunch

1:30 – 2:45 Panel 2: Corrective Action for Failing Districts & Schools and Preventing Failing Districts & Schools

*Institute faculty address:*

- Targeting resources, intervention among failing districts, schools
- Effective models for state intervention in failing districts, schools
- Addressing NCLBA “highly qualified” teacher requirement
- Accountability for supplemental services vendors

2:45 – 3:00 Break

3:15 – 5:00 State Team Break-Outs on Corrective Action and Preventing Failure

*Institute faculty available, circulate as “on call” resource persons for state teams meeting separately.*

7:00 – 9:00 Dinner

Saturday, September 21

8:30 – 9:00 Breakfast

9:00 – 10:15 Panel 3: Accountability & Adequate Yearly Progress (AYP)

*Institute faculty address:*

- Principles of NCLBA accountability
- Absolute targets for accountability (“percent proficient”)
- Growth targets for accountability (“value-added”)
- Avoiding excessive numbers of schools identified as failing
- Developing a coherent, valid accountability system

10:15 – 10:30 Break

10:30 – 12:15 State Team Break-Outs on Accountability & AYP

*Institute faculty available, circulate as “on call” resource persons for state teams meeting separately.*

12:00 – 1:15 Lunch

1:15 – 2:00 State Team Break-Outs on Remaining Issues & Presentations

*Institute faculty available, circulate as “on call” resource persons for state teams meeting separately.*

2:00 – 4:00 State Team Presentations

*Each state team makes a short (7-8 min.) presentation to the full group on plans the state team has developed to address the institute topics & any other accountability topics of interest to the state. The full group asks questions and identifies the greatest challenges that the state may face (6-7 min.).*

4:00 Depart