**TO:** EDS LEA TEAM and District Facilitators

**FROM:** Claudine Primack, TEAM Program Manager

Gady Weiner, TEAM Data Manager

**DATE:** January 11, 2021

**SUBJECT:** TEAM Verifications and Funding Allocations

Happy New Year!

You are receiving this memo because you have been assigned the **EDS LEA TEAM[[1]](#footnote-1)** role and/or you are the **District Facilitator** for your local education agency (LEAs). The Connecticut State Department of Education (CSDE) Talent Office is preparing for the distribution of state funding allocated to help LEAs offset the costs of implementing the TEAM program.

Over the course of the past year, the CSDE Talent Office has worked in collaboration with the six Regional Education Service Centers (RESCs) to restore the TEAM Dashboard, Initial Support Teacher (IST) training and Initial Reviewer (IRT) training at no cost to districts. The RESCs have also redesigned both IST and IRT as a virtual, asynchronous/synchronous training that is receiving high praise from participants. We are pleased to report that these efforts have resulted in approximately 900 new mentors/cooperating teachers have been trained. The restoration of these services was made possible through a redistribution of a portion of the $1.5 million designated for TEAM.

As we have done in the past two year, all LEAs, which includes the Approved Private Special Education Programs (APSEPs), will receive an allocation of funds directly from the CSDE through the state grant system, based on the total number of beginning teachers actively participating in TEAM during the 2020-21 academic year. Please know that due increased hiring and the six month extension to deadline dates, there are approximately 16% more beginning teachers actively participating in TEAM.

To help facilitate a complete and accurate allocation of the funds, we are asking the individual assigned to the role of **EDS LEA TEAM** to verify the total number of beginning teachers in your LEA as follows:

1. **Login to EDS**
	* If you do not remember your login information, you can reset your password at [**Password Reset page**](http://sdeportal.ct.gov/portaluser/) or retrieve your Username at [**Forgot Username page**](http://sdeportal.ct.gov/portaluser/).

2. **Verify active teachers participating in TEAM:**

* Click the **TEAM** tab at the top of the page in EDS. A list of active beginning teachers will be displayed on the page. Please be sure it includes all teachers in the district who are currently participating in TEAM.
* If you are not the DF, please contact your DF to assist in verifying the accuracy of the list.

3. **Verify teachers who have completed TEAM since 9/1/2020**

* Once you have opened the TEAM tab, please click the link at top of the screen to *View the complete TEAM Educator List*. This is a comprehensive list that includes all of the teachers in the district who have participated and completed TEAM. The list will open as an Excel spreadsheet.
* To identify those who completed TEAM since 9/1/2020, custom sort the list as follows:
	+ - **Sort by Completion Date** (column H) and select newest to oldest so that the most current completions will be at the beginning.
		- Look at the list and identify any teacher who has a completion date from **9/1/2020 to the present**. Those teachers will be included in your allocation.

4. **Verify the total number of teachers, active or completed, since 9/1/2020**

* We have created a [spreadsheet based on the current data in EDS](https://authoring.ct.gov/-/media/SDE/TEAM/Payment_Report_2020-2021.xlsx). The total number of active participants and completers between 9/1/2020 and the present are listed for each LEA with TEAM participants.
* **Find your LEA and verify** that the total number of TEAM participants is accurate. If you are not the DF, please consult with the DF to verify the total number is accurate.
	+ Please **notify Gady Weiner** at gady.weiner@ct.gov if a teacher is missing from your list or you have a teacher on your list who should not be there.
	+ Report any discrepancies to Gady Weiner by **February 5, 2021**.
	+ If there are **no discrepancies**, you are **not required to take any action** or contact the department of education.
* The spreadsheet will be revised and updated as adjustments are made. You should be sure to check the spreadsheet again to ensure that your data is correct.

On **February 14, 2021**, the CSDE will calculate the amount of the allocations based on the data in EDS on that date. No changes or corrections can be made after the allocations have been calculated. This data will then be forwarded to the CSDE Fiscal Office for the purposes of distributing the allocations via the state grant system. Distribution of the allocations will be made from March through April.

Beyond those services now offered at no cost, TEAM funds may be used to offset the cost of the TEAM program in any of the following areas:

1. Mentor/cooperating teacher training
2. Professional development for mentors and beginning teachers
3. Mentor stipends

If you have any questions about the TEAM program, you may contact Claudine Primack, TEAM Program Manager, CSDE, at (860) 713-6826, or claudine.primack@ct.gov.

1. ***Please note:*** *You are getting this email because you have an assigned role in the Educator Data System (EDS). If you no longer are involved with EDS, please speak to your district’s LEA Security manager to have your EDS role removed. A list of LEA Security managers is available here:* [*https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site/Documentation*](https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/Directory-Manager-Help-Site/Documentation) *. If this email was forwarded to you and you need an EDS role, but do not currently have one, speak with your LEA Security Manager as well.* [↑](#footnote-ref-1)