D.A.T.E. Implementation Action Plan
Timeline of Activities

This document is a sample timeline of suggested activities that a district might follow when implementing the D.A.T.E. program. This document is meant to be a guide for your use and may not be inclusive of all the steps necessary for each unique D.A.T.E. program. The included tasks and activities are provided as a guide and are not required.

August 2008

Grant Compliance

- ☐ Finalize grant negotiations with TEA grants staff

Communication

- ☐ Develop a strategic communication plan for the year.
- ☐ Designate a campus "point of contact" for the plan. This is a person who can answer any questions about the plan and will meet monthly with the D.A.T.E. planning committee to discuss program progress.
- ☐ Educate and train campus principals on the plan and ensure that they will support the program on their campuses.
- ☐ Author and disseminate a district "Frequently Asked Questions" document specific to the district's local plan.
- ☐ If program plan changes were made during the negotiations process, communicate these changes to all stakeholders and update publically available plan.
- ☐ Prepare communication documents to include:
    - ☐ One-page informational documents for stakeholders that describe the plan. Include provisions that may exclude teachers or staff members from earning awards (i.e. too many absences, leave the district or campus, etc.)
    - ☐ Powerpoint presentation outlining the plan (present at beginning of the year faculty meetings)
    - ☐ Teacher and Staff Understanding Forms and other documentation to verify teacher and staff participation and understanding of the plan

Data

- ☐ Verify that the district is currently collecting the necessary data to determine awards for all personnel identified under both Part I and Part II of the plan. If necessary data are not being collected, seek help through the Technical Assistance Center or your Regional ESC.

- ☐ Develop a data tracking system (can be something simple in a excel sheet) to track teacher, staff, and student progress toward meeting the goals and criteria included in the approved program plan.
- ☐ Develop or purchase a data verification system where teachers can verify their proper grade level/subject area and class roster.

Monitoring

- ☐ Designate district-level program monitors/managers to track and monitor the program throughout the year, including data collection and management processes.
- ☐ Assign plan-related tasks to specific individuals or groups who have authority and resources to complete tasks (see sample organizational chart with responsibilities).
- ☐ Develop forms that teachers and staff will be required to submit throughout the year to track Part I or Part II activities, including collaboration, completion of professional development, observations, mentoring hours, etc.

September 2008

Grant Compliance

- ☐ Receive Notice of Grant Award (NOGA) on or about September 1, 2008.
- ☐ Grant accountant sets up grant budget allocation across appropriate object codes.

Communication

- ☐ Present plan to eligible teachers and staff members. Communicate program goals, award criteria, timelines, and support structures.
- ☐ Communicate any program qualifiers (i.e. the length of time a teacher must be on a campus to receive an award, clauses for retirement and leaves of absence, etc.).
- ☐ Ensure that teachers understand that taxes and benefits will be removed from the award amount and that the award will be counted as part of their net annual salary.
- ☐ Have teachers and staff members sign Teacher Understanding Forms and Class Roster Verification to ensure that teachers understand the plan, understand how they will earn an award, and have committed to participation.
- ☐ Make approved award plan publically available.

October 2008

Grant Compliance

- ☐ Submit accurate snapshot data (e.g., PEIMS standard data submission requirements, etc.) to TEA
- ☐ Begin administering approved Part II activities.

Implementation

- ☐ Identify support needs, such as professional development, and talk to regional ESC about the services they may have to help meet the goals of the plan.
- ☐ Administer baseline or benchmark assessments (if using growth or benchmarks in plan) and document/record results.
- ☐ Provide professional development to teachers and staff included in the plan.

Data

- ☐ Gather any data needed to determine baselines and benchmarks for growth or pre-assessments used to determine payout calculations.

November 2008

Program Evaluation

- ☐ Develop and distribute a local (for internal use) teacher and staff feedback survey to gather teacher and staff attitudes and perceptions of the plan.
- ☐ Charge principals with asking teachers and staff for feedback about the plan during November faculty meetings.

December 2008

Program Evaluation

- ☐ Convene principals and teacher focus group to discuss feedback and determine areas for improvement and/or change in the plan.

Monitoring

- ☐ Gather all paperwork, documentation, and data needed to determine criteria required during the first semester of the plan.
- ☐ Submit necessary program and/or budget amendments based on teacher and staff feedback and current monitoring findings, etc.

January 2009

Grant Compliance

- ☐ **JANUARY 15, 2009- FINAL DAY TO SUBMIT PROGRAMMATIC AMENDMENTS**

Implementation

- ☐ Determine program and support needs for the second semester of the plan.

Communication

- ☐ Communicate first semester progress to stakeholders, including teachers, district office, school board, and community members.
- ☐ If programmatic amendments were requested and approved by the TEA, communicate these changes to all stakeholders and update publically available plan.

February 2009

Grant Compliance

- ☐ Prepare necessary upload data for Spring 2009 Teacher Survey and Campus Progress Report for external evaluation

Payouts

- ☐ Prepare for May through October 2009 payouts.
- ☐ Devise a payout protocol with all parties who will be involved in the payout process (human resources, payroll, data/accountability, district planning committee, etc.)
- ☐ Assign tasks and responsibilities and create flexible timelines.
- ☐ Ensure that all teachers have submitted their teacher verification information and teacher understanding form.
- ☐ Design an information flow chart depicting how award eligibility, payout amount, verification of amount, appeals, and actual payout will occur. Couple this with a flexible timeline.

Communication

- ☐ Communicate the payout process to stakeholders.

March 2009

Grant Compliance

- ☐ Upload and submit necessary data for Spring 2009 Teacher Survey and Campus Progress Report for external evaluation.

Communication

- ☐ Inform teachers (in writing) of payout process, timelines (remind them that they may change, just in case there are data discrepancies!), and appeal process.

April 2009

Data

- ☐ Ensure all data systems are in place to adequately determine teacher eligibility and award amounts.

May 2009

Payouts

- ☐ May 15th- First day of payout distribution process

Data

- ☐ Ensure all data has been collected to date.
- ☐ Clean data if needed and ensure proper structures are in place to determine payouts.

Communication

- ☐ Inform teachers (in writing) of payout process, timelines (remind them that they may change, just in case there are data discrepancies!), and appeal process.
- ☐ Communicate any provisions that may exclude teachers from earning an award (leave the district or campus, etc.)
- ☐ Meet with all departments involved with payouts and ensure all processes are in place.

June, July, and August 2009

Data

- ☐ Receive TAKS data and determine payouts
- ☐ Determine payouts based on other data, besides TAKS

Communication

- ☐ Communicate payout process and amounts to teachers.
- ☐ Communicate appeals process to teachers. Collect appeal forms and assess as needed.
- ☐ Post public information regarding the payout and appeal processes

September and October 2009

Payouts and Grant Compliance

- ☐ Distribute all Part I and Part II payouts by October 15, 2009
- ☐ Execute contingency plan in the event that all teachers did not earn all awards under Part I and Part II.

November and December 2009, January and February 2010

Grant Compliance

- ☐ Spend remaining Part II funds for allowable activities (stipends, professional development, data, etc.).
- ☐ **SUBMIT FINAL EXPENDITURE REPORT BY FEBRUARY 28, 2010.**