

# D.A.T.E. Cycle 1 Payout Webinar



Hosted by the D.A.T.E. Technical Assistance Center



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# Agenda

- Payout Timeline – Important Dates
- Review Payout Implementation Checklist
  - Have you left anything out?
- Action Items Moving Forward
- Questions and/or Concerns?

# Official Payout Timeline

Date	Action
October 15, 2009	Payout Window Closes
Late Fall 2009	External Evaluation Teacher Survey and Teacher Data Upload
November 28, 2009	Final Day to Submit Budget Amendments to TEA
February 28, 2010	Grant cycle Ends – all contingency funds and funds for Part II activities must be spent by this date.

# Payout Questions

- Please complete the survey to answer questions about the payout process.
  - Has your district completed its first round of payouts (Yes or No)?
  - Has your district paid out contingency funds (Yes or No)?
  - Did your district encounter any errors in the payout process (Yes, No, or N/A)?

# Payout Questions

- The payout process will impact Year 2 of your district's D.A.T.E. program!
- Even if your district has already completed payouts, there are still things to be done.

# Payout Implementation

- Data Analysis and Verification
- Communication with:
  - Internal Stakeholders
  - External Stakeholders
- Human Resources and Payroll
- Payout Process Management

# Data Analysis and Verification

- **Key message: Clarity, Accuracy, and Transparency**
- Testing (TAKS, Stanford, etc.) and Non-Testing (Portfolios, Time Logs, etc.) Data
- Has your district:
  - Collected, disaggregated, and disseminated data by subject, grade, school, etc;
  - Allowed teachers, principals, and other school stakeholders to review data for accuracy;
  - Provided all internal stakeholders the opportunity to address questions and/or concerns about the data;
  - Sent all relevant data to human resources and/or payroll to begin payout process; and
  - Prepared and distributed final data information on which award will be based to all stakeholders?



# Internal Stakeholders

- **Key message: Communication, Communication!**
- Has your district:
  - Verified eligibility, data, and award amounts with teachers, principals, etc.;
  - Communicated and established a grievance process;
  - Required campus leaders to hold staff meetings to discuss payout timelines, goals, award amounts, and processes to address questions and/or concerns;
  - Briefed local school board on program outcomes/results;
  - Communicated program outcomes/results to all internal stakeholders (other campuses, district-level staff); and
  - Celebrated success?



# External Stakeholders

- **Key message: Proactive communication and messaging**
- Has your district:
  - Proactively communicated the purpose and structure of your program and the payout process clearly to all relevant outside parties;
  - Researched potential human interest stories to highlight externally;
  - Met with newspaper editorial boards to communicate program purpose; and
  - Finalized all written communication (press releases, newsletters, e-mails) to newspapers, television, community, parents, etc?



# Human Resources and Payroll

- **Key message: Accuracy, Transparency, and on the same page.**
- Has your district:
  - Determined if the district will provide single or multiple payments;
  - Determined the structure of benefits, taxes, and TRS with the performance award;
  - Established and verified award amounts to pay out under Part I and II with all recipients;
  - Communicated with district bank about coming deposits;
  - Determined and executed use of contingency funds in the event that all teachers and staff did not earn all awards;
  - Sent award notifications to all parties;
  - Determined retention stipend verification/removal; and
  - Began preparing all necessary information to send to TEA and the D.A.T.E. external evaluator regarding award amounts?



# Payout Program Management

- **Key message: Planning and Coordination**
- Who will manage the payout process in your district?
- Timelines are important! Be aware of and coordinate with:
  - Payroll's calendar and deadlines
  - Data and assessment timelines
  - HR timelines (i.e. are you paying retirees? If so, are they already out of the system?)
  - Campus calendars (do you want to distribute awards on a testing day, or on a day when you can celebrate?)
  - TEA timelines – the payout deadline is October 15!

# Payout Best Practices

- What are some of your district's lessons learned and/or best practices related to the payout process?
- Please press the \* button on your phone to raise your hand. We will call on you to share.

# Action Items Moving Forward

- Immediate Actions
- Short-Term
- Long-Term

# Immediate Actions

- Actions your district should take in the coming weeks:
  - Calculate payouts and contingency funds;
  - Communicate payout and contingency fund process and amounts to recipients;
  - Verify eligibility, data, and award amounts with teachers, principals, etc.;
  - Finalize report to present to school board;
  - Update all internal and external permanent communication mechanisms (website, etc.) to recap program outcomes and student benefits; and
  - Craft budget amendments to execute contingency plan, if necessary.

# What to do after payouts: Short Term

- Communicate program outcomes to internal and external stakeholders, including:
  - Campuses included in the program;
  - Number of staff members awarded;
  - Award amounts (variation); and
  - Program outcomes for each campus (student achievement, retention rates)
- Present final report to the school board.
- Celebrate success with school board, campuses, teachers and staff, etc.
- Determine who (if anyone) was left out of the award payout, adjust accordingly, and determine contingency fund distribution.
- Address ALL grievances from vested parties.

# What to do after payouts: Long Term

- Actions your district should take in the coming months:
  - Submit final budget amendments to TEA by November 28<sup>th</sup>;
  - Submit data upload to the external evaluator;
  - Begin establishing evaluation mechanisms to determine effectiveness of the program; and
  - **ADDRESS AREAS OF NEED**
    - What Year 1 goals were not met?
    - What kinds of supports can you provide to those teachers and staff?

## After Payouts – What to do with program results

- Poll question: Does your district have a plan for what to do with payout results?
- What has your district done, or what does your district plan to do, to address program outcomes after payouts?

Please press the \* button on your phone to raise your hand. We will call on you to share.



# Payout Webinar Summary

- Payout Implementation
  - Data analysis and verification - Clarity, Accuracy, and Transparency
  - Communication with internal and external stakeholders - Proactive communication and messaging
  - Human resources and payroll – Communication, Accuracy, and on the same page.
  - Program management – Planning and Coordination
- Action Items Moving Forward
  - Short term and long term
  - What do you do with payout results?

# Questions?

For further assistance with payouts,  
contact us!

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