

**District Awards for Teacher Excellence (DATE)
Planning Timeline (Cycle I)**

Program Timeline Description

Districts and campuses shall follow program planning timelines for the District Awards for Teacher Excellence grant during their planning year 2007-2008 for the implementation of DATE in 2008-2009. As you progress through the planning year, please keep the following steps in mind:

- retain and maintain evidence of teacher participation on file for
 - 1) participation (such as meeting minutes, attendance records, and/or any other evidence of campus meetings), and
 - 2) input during plan development;
- allow sufficient time for input from the various stakeholders as well time to make changes to plans as necessary; and
- be able to provide activity completion information with submission of the DATE application.

Phase I Organization and Goal Setting		
Activity	Purpose	Completion Date(s)*
Hold preliminary grant informational meeting(s)	Engage district-level planning committee	September 28, 2007
Attend regional information sessions	Acquire information from the TEA	September – October 2007
Submit Notice of Intent to Apply	Determine district grant participation	October 19, 2007
Review publicly released DATE application	Resource for additional program planning and development	October 26, 2007
Hold stakeholder meetings (3)	Gather campus staff input on the district award plan	October 26, 2007
		December 17, 2007
		February 8, 2008
Designate District Technical Assistance teams	Determine team that will attend Technical Assistance sessions	October 31, 2007
Identify participating campuses for district award plan (if necessary, specifying Target Campuses)	Inform campuses of eligibility	November 9, 2007
Hold district meeting(s) with selected campuses	Share goals and purpose of district's award plan	November 14 – November 23, 2007
Participate in select Fall Technical Assistance Workshops	Participate in workshops and training to help develop district award plans	<ul style="list-style-type: none"> ▪ Austin – November 26, 2007 ▪ Amarillo – November 27, 2007 ▪ Richardson – December 3, 2007 ▪ Edinburg – December 4, 2007 ▪ Lubbock – December 5, 2007 ▪ Houston – December 10, 2007 ▪ <i>More locations & activities TBA</i>

Hold campus-wide vote (required, if awards program is not district-wide)	Approve, by a simple majority and through a campuswide vote, participation in the award program	December 14, 2007
Identify goals for the district award plan	Inform the selection of appropriate performance measures	December 31, 2007
Identify how district-wide DATE goals align to TEEG performance criteria (if applicable)	Ensure similar state programs align	

Phase II Plan Development		
Activity	Purpose	Completion Date(s)*
Identify teacher eligibility criteria for awards under Part I Funds	Address specific program guidelines	January 11, 2008
Identify performance indicators for various teacher types corresponding to district goals		

Identify the amount of awards under Part I Funds (Required)		January 25, 2008
Identify additional awards and activities to be funded under Part II (Optional)		
Develop Contingency Plan for Fund Redistribution of Part I (Required)	Address unplanned circumstances	February 15, 2008
Develop Contingency Plan for Fund Redistribution of Part II (if applicable)		
Participate in select Spring Technical Assistance Workshops	Participate in workshops and training to help complete district award plans	February – March TBD

Phase III Finalizing and Approving Plan		
Activity	Purpose	Completion Date(s)*
Presentation of draft district award plan to local school board	Inform local school board of goals, performance indicators, and contingency plan as written in the district award plan	February 15, 2008
Hold a district award plan information meeting (s)	Inform all stakeholders of content of the district award plan	March 3, 2008
Make the district plan available for public viewing		March 7, 2008
Acquire approval by the local school board for amounts outside parameters set in statute	Ensure meaningful awards	March 17, 2008
Submit district award plan for approval by the local school board	Prepare award plan for submission	March 24, 2008
Receive final local school board approval of district award plan		April 4, 2008
Grant application submission	Finalize application process	April 15, 2008
Program implementation	Implement district award plan	September 1, 2008

* Note: Dates subject to change.