

Texas Educator Excellence Grant (TEEG) Cycle 3: Planning Timeline

Program Planning and Development Period:

2007-2008 School Year

Program Implementation Period:

2008-2009 School Year

Program Timeline Description:

Districts and campuses are encouraged to follow the below program planning timetable for Cycle 3 of the Texas Educator Excellence Grant during the designated program planning and development period. The timeline will assist districts and campuses with grant program planning, development, and implementation.

In addition to executing the TEEG timeline, districts and campuses should:

1. retain and maintain (on file) evidence of teacher:
 - a) participation (such as meeting minutes, attendance records, and/or any other evidence of campus meetings), and
 - b) input during plan development.

2. allow sufficient time to:
 - a) obtain various stakeholder input;
 - b) secure campus-level, district-level and local school board approval (if applicable); and
 - c) make necessary changes to the campus plan.

3. be able to provide activity completion information with submission of the TEEG application.

Phase I: Organization and Activity Planning		
Activity	Purpose	Completion Date(s)*
Hold preliminary grant informational meeting(s) at the campus and/or districtwide	Engage district-level and/or campus-level planning committees	Friday, October 26, 2007
Attend regional information sessions or TETNs	Acquire grant information from the TEA	September 1 – October 31, 2007
Submit Mandatory Notice of Intent to Apply	Determine campus grant participation	Friday, October 26, 2007
Hold stakeholder and/or campus meetings	Gather input on the award plan	October 2007 – February 2008
Review publicly released TEEG application	Resource for additional program planning and development	December 2007
Select campus and district personnel grant points of contact	Determine district and campus personnel involved in grant management/implementation	Friday, November 30, 2007
Determine members of campus planning committee	Secure campus staff responsible for plan development	Friday, December 14, 2007
Hold campus meeting(s) with campus faculty and staff	Share goals and purpose of TEEG program	November 19 – December 31, 2007
Participate in select Fall Technical Assistance workshops (Optional) <i>Note: Please coordinate districtwide to determine appropriate number of campus staff (1-2) to send</i>	Participate in workshops and training to help develop an award plan	Monday, November 26, 2007 Austin
		Tuesday, November 27, 2007 San Antonio
		Monday, December 3, 2007 Dallas
		Tuesday, December 4, 2007 Fort Worth
		Wednesday, December 5, 2007 Lubbock
		Monday, December 10, 2007 Houston
		Tuesday, December 11, 2007 Harlingen
		Thursday, December 13, 2007 El Paso
Identify how districtwide DATE goals align to TEEG performance criteria (If Applicable)	Ensure similar state programs align	Monday, December 31, 2007

Phase II: Plan Development		
Activity	Purpose	Completion Date(s)*
Identify teacher eligibility criteria for awards under Part I (Required)	Address specific program guidelines	January – March 2008
Identify performance measures for selected teacher types (measures must correspond to all district/campus goals)		
Identify award amounts under Part I (Required)		
Identify additional awards and/or activities funded under Part II (Optional)		
Develop Contingency Plan for Part I Fund Redistribution (Required)	Address unplanned circumstances	
Develop Contingency Plan for Part II Fund Redistribution (If Applicable)		
Participate in Mid-winter RFA TETNs (Optional)	Receive technical assistance to assist with completion of the grant application	Thursday, January 10, 2008
Participate in early Spring Technical Assistance workshops and/or TETNs (Optional)		Thursday, January 31, 2008
		Tuesday, February 26, 2008
		February – March 2008
Participate in late Spring RFA TETNs (Optional)	Monday, May 5, 2008	
	Wednesday, May 7, 2008	

Phase III: Plan Review and Final Approval		
Activity	Purpose	Completion Date(s)*
Ensure teacher letters (3) are complete and demonstrate positive support and involvement for the program	Secure support for program implementation and prepare award plan for submission	Monday, March 31, 2008
Complete draft campus award plan	Prepare award plan for submission	
Present campus award plan to the campus and secure campus approval through a campuswide simple majority vote	Secure support for program implementation	Tuesday, April 1, 2008
Obtain district approval (after campus approved plan through a campuswide vote) for program implementation	Secure support for program implementation and prepare award plan for submission	Tuesday, April 8, 2008
Acquire local school board approval for award amounts set outside statutorily recommended ranges and campus plan (If Applicable)	Ensure meaningful award amounts	Tuesday, April 15, 2008
Present campus award plan to local school board	Prepare award plan for submission	
Make campus plan available for public viewing	Inform stakeholders of the content of the campus award plan	Wednesday, April 16, 2008
Submit grant application to TEA	Request program funding and complete application submission process	Thursday, May 8, 2008
Begin program implementation	Execute campus award plan	Wednesday, October 1, 2008

* The completion dates provided are strongly recommended and are subject to change. Districts have discretion to modify dates to meet local planning and implementation needs.