

Contingency Planning: Successful Components

Contingency Planning

Usually, **contingency plans** are established in advance, and execute pre-established strategies and processes to successfully achieve, maintain, restore, or carry-out previously specified outcomes.

Minimum Components

Quality contingency plans:

- identify the individuals eligible to receive redistributed funds;
- list the amount of funds, per individual, to be redistributed;
- identify the criteria necessary for individuals to qualify to receive redistributed funds;

Minimum Components Continued

Quality contingency plans:

- document any excluded individuals from receipt of redistributed funds;
- provide the date funds can be expected to be redistributed; and
- include any language to “cap” the amount of funds to be redistributed to individuals (if applicable).

TEEG Contingency Plans

For purposes of the TEEG, what is a contingency plan?

The TEEG grant allocation is awarded in two parts.

Part I funds make up no less than 75 percent of the allocation and must be spent on incentives to classroom teachers, and Part II funds make up no more than 25 percent of the allocation and can be spent on additional incentives to classroom teachers, campus faculty, and staff and/or on any of the allowable activities.

Both Part I and II funds should be expended according to these grant requirements.

TEEG Contingency Plans Continued

For purposes of the TEEG, what is a contingency plan (continued)?

If the total award amount budgeted and/or reserved for Part I incentives to eligible classroom teachers is not distributed to *all* teachers, and/or the total award amount budgeted and/or reserved for Part II incentives to campus personnel is not distributed to *all* personnel identified as eligible, *a plan, or “contingency,” to re-distribute all remaining funds should be executed.*

The strategy, policy, and/or plan outlining how remaining Part I funds will be distributed is called the **Part I contingency plan**, and the strategy, policy, and/or plan outlining how remaining Part II funds will be distributed is called the **Part II contingency plan**.

Frequently Asked Questions

Is the district-level decision-making committee required to vote to approve the contingency plan?

Yes. This is similar to the campuswide vote; the district-level decision-making committee should vote to approve the campus plan, which includes contingency plans.

FAQs Continued

What considerations should be recognized when writing equitable and quality contingency plans?

Contingency plans should align to the originally intended goals and outcomes of the grant. In other words, classroom teachers, faculty and staff, and/or specific content areas, etc. should not be valued differently when a contingency plan is executed.

FAQs Continued

Can groups or teams of teachers receive redistributed contingency plan funds?

Yes, groups or teams of teachers may receive redistributed funds; however, only those teachers that met the required Part I criteria (criteria one and two) can receive redistributed funds, including redistributed contingency plan funds.

FAQs Continued

Can every staff member in the school receive redistributed contingency plan funds?

Possibly; however, only those teachers that met the required Part I criteria can receive redistributed Part I funds, including redistributed contingency plan funds.

FAQs Continued

Can district administrators make changes to campus contingency plans?

Grant proposals are submitted by districts on behalf of individual campuses. Prior to the application submission, campus-level decision-making bodies shall determine and approve incentive plans, including the distribution and redistribution of funds prior to district-level consideration. Local campus incentive plans must also be approved by a district-level committee, such as a district-level planning and decision-making committee if the proposed plan meets the program requirements. Any changes to a campus's contingency plan must go through all three approval processes.

FAQs Continued

If my campus decides to use 100 percent of the grant's allocation for incentives to classroom teachers under Part I, does the Part II contingency plan requirement no longer apply?

Campuses that use 100 percent of the grant's allocation for incentives to teachers must develop a Part I contingency plan to redistribute any un-awarded funds. This Part I contingency plan could specify that a percentage of remaining funds (equal to or less than 25 percent of the total grant allocation) must be used for identified allowable Part II activities. The decision to allocate grant funds for Part II activities, as written in the Part I contingency plan, would not require a Part II contingency plan.

FAQs Continued

Can classroom teachers and campus faculty and staff be excluded from receiving redistributed contingency plan funds?

Yes, campuses at their discretion may choose to exclude campus faculty and staff from receiving redistributed contingency plan funds; however, this decision must be included and approved in the plan. And, since the contingency plan should be designed to expend all remaining funds, campuses should recognize that the decision to exclude staff will increase the amount of remaining funds left for redistribution to those identified as eligible.

Contingency Plan Examples

Example A

Campus Grant Allocation: \$40,000

Part I Funds (Incentives Only): \$30,000

Part II Funds Used for Incentives: \$0

Part II Funds Used for Allowable Activities: \$10,000

Plan Criteria Used: One and Two

Part I Performance Target Structure: Flat

Incentive Amount per Teacher: \$3,200

Explanation:

Remaining un-awarded Part I funds will be *equally* divided among all teachers that meet the required plan criteria (criteria one and two). However, teachers eligible to receive redistributed Part I funds cannot receive payment amounts that exceed twice the amount of the maximum award established per teacher.

Example B

Campus Grant Allocation: \$40,000

Part I Funds (Incentives Only): \$30,000

Part II Funds Used for Incentives: \$0

Part II Funds Used for Allowable Activities: \$10,000

Plan Criteria Used: One, Two, and Three

Part I Performance Target Structure: Tiered

Incentive Amount per Teacher:

Level 1: \$2,600 (criteria 1-2)

Level 2: \$2,950 (criteria 1-3, at high achievement levels)

Level 3: \$3,200 (criteria 1-3, at the highest achievement levels)

Example B: Explanation

Explanation:

Remaining un-awarded Part I funds will be distributed to all teachers that meet the required plan criteria (criteria one and two) and any optional criteria using the below distribution methodology.

Step One:

50 percent of remaining Part I funds:

- will be equally divided among the teachers who qualified for awards by achieving a level 3 performance target.*

*Funds will be reallocated in amounts not to exceed twice the amount of the maximum award amount for each respective performance level.

Example B: Explanation Continued

Step One Continued:

30 percent of remaining Part I funds:

- will be equally divided among the teachers who qualified for awards by achieving a level 2 performance target.*

20 percent of remaining Part I funds:

- will be equally divided among the teachers who qualified for awards by achieving a level 1 performance target.*

*Funds will be reallocated in amounts not to exceed twice the amount of the maximum award amount for each respective performance level.

Example B: Explanation Continued

Step Two:

- After executing step one, any additional remaining Part I funds will be equally distributed to teachers, in the below rank order, until all remaining funds are distributed. Funds will be equally distributed to teachers who:
 1. qualified for an award, but did not receive an award amount at least equal to twice the maximum award amount for their performance level.
 2. achieved criterion three, in addition to criteria one and two**.

**Teachers that receive this additional amount, in addition to redistributed funds, may exceed twice the amount of the maximum award amount for their respective performance level, but the total incentive payment to the teacher cannot exceed \$8,000.

Example B: Explanation Continued

Example:

Teacher qualified for an incentive award by achieving a level 3 performance target (criteria 1-3).

Incentive Amount(s) Available to Teacher:

Level 3 award:

\$3,200

Maximum amount allowable for redistributed **Step One**

Part I funds:

\$3,200

Additional redistributed **Step Two** Part I funds: may exceed twice the amount of the level 3 award, but cannot exceed \$8,000.

Example C

Campus Grant Allocation: \$40,000

Part I Funds (Incentives Only): \$30,000

Part II Funds Used for Incentives: \$7,000

Part II Funds Used for Allowable Activities: \$3,000

Plan Criteria Used: One, Two, and Three

Part I Performance Target Structure: Tiered

Incentive Amount per Teacher:

Level 1: \$2,700 (criteria 1-2)

Level 2: \$3,000 (criteria 1-2, at high achievement levels)

Level 3: \$3,900 (criteria 1-2, at the highest achievement levels)

Example C:

Part I Contingency Plan

Part I Contingency Plan Explanation:

- Remaining un-awarded Part I funds will be redistributed among all teachers that meet the required plan criteria (criteria one and two) using the below methodology.
- Teachers that achieve level 3 performance targets should receive a redistributed award amount 50 percent greater than teachers that achieved level 2 targets and 70 percent greater than teachers that achieved level 1 targets.

Example C:

Part I Contingency Plan Continued

Part I Contingency Plan Explanation Continued:

- Teachers eligible to receive redistributed Part I funds cannot receive payment amounts that exceed \$10,000 for level 3, \$7,000 for level 2, and \$4,000 for level 1.

Example C:

Part II Contingency Plan

Part II Contingency Plan Explanation:

Any remaining un-awarded Part II funds will be applied to Part I. These funds will be redistributed in accordance with the Part I contingency plan.

Example

Funds Remaining for Redistribution:

Part I: \$4,000

Part II: \$2,120

Total: \$6,120

Example C: Executing Contingency Plans

Performance Level	Qualifying Teachers	Redistributed Award Amount
1	1	\$270
2	5	\$450
3	4	\$900*
Total	10	\$6,120

*Level 3 awards must be 50 percent greater than level 2 awards and 70 percent greater than level 1 awards.