

**TEXAS EDUCATOR EXCELLENCE GRANT
CYCLE 3**

**Wolfe City High School
Wolfe City, Texas**

Purpose and Goals

The purpose of the TEEG, Cycle 3 is to achieve higher levels of student academic performance. The goals of the program are to create a financial incentive system for educators and increase student academic achievement.

Partnership/Involvement of Classroom Teachers and Others

The staff were partners and were involved in the development of the campus incentive plan in the following ways:

- The campus planning committee was developed during a campus-wide staff meeting. Six members representing a diverse and broad mix either volunteered or were nominated.
- All partners are involved in carrying out grant activities. The planning committee divided the staff into teams. The teams met to plan and design Criteria 1 and Criteria 2 measures. They will continue to meet at established times during the grant cycle to carry out grant activities.
- The campus planning committee met at least twice each week until the incentive plan was completed. The committee developed the plan based on input from all partners. This included input from individuals and teams for Criteria 1 and Criteria 2, input from campus-wide voting including voting to support the program, and input through various forms of communication such as staff meetings and campus-wide e-mail routing.
- The campus planning committee coordinator/point of contact and the district site coordinator have a cooperative working relationship. Common communication avenues include meetings such as district meetings, e-mail, and phone calls.
- The incentive plan was presented to the school board at the request of the campus coordinator to be placed on the agenda. The campus coordinator also posted the incentive plan on the district web site.

Management of Grant Activities

The following plan will be used to manage the grant activities:

- The campus coordinator and the project manager will collaborate and coordinate the grant activities between the campus and the district. This includes the responsibility of coordinating activities with the district business office.
- The responsible party for each team's grant activities will be the team leaders. The team leaders will use a checklist to track the grant activities according to the timeline. The team leaders will be responsible for collecting qualitative and quantitative data for each grant activity under both Parts I and II. These can be in the form of test scores, attendance sheets, meeting minutes, or other sources as determined. The team leaders will also be responsible for soliciting feedback from the team members. The checklist, collected data, and feedback will be gathered and submitted on a monthly basis to the campus coordinator.
- The submitted information will be reviewed on a monthly basis by the campus coordinator together with the project manager. It will be reviewed for progress by teams and then feedback will be given to team leaders who will disseminate it to the staff.
- During the grant cycle, the campus coordinator will give overall progress reports and updates at all staff meetings.

Internal Communications, Coordination, and Reporting

Regular and frequent communication among all stakeholders, including management, will utilize the following processes:

- The supervisor of the project manager and other campus and district managers meet on a weekly basis. The project manager will report the status of the grant at these manager's meetings. The project manager together with the campus coordinator will be present at all campus-wide staff meetings to report the status of the grant to other stakeholders.
- Internally, information on the grant will be disseminated through manager's meetings and through district-level meetings, which include the superintendent. Prior to submitting the application, the central business office was consulted regarding the assignment of budgeted items to the proper codes. Other consultations with the business office will occur on an as needed basis.
- Externally, information will be disseminated through district-level meetings, which include parents and other community members, and through postings on the public web site.

Supplement-Not-Supplant

The program funds will supplement and not supplant funds for similar activities. The program funds are 100% teacher and/or staff incentive pay, therefore, 100% supplementary.

Teacher and/or Staff Excluded from Award Plan (If Applicable)

No campus teachers and/or staff were excluded from the award plan. Redistribution of funds will occur as follows:

- Part I: (1) A teacher who leaves or retires after successfully fulfilling all components of Criteria 1 and 2 will receive the allotted incentive pay. (2) A teacher who leaves or retires prior to fulfilling all of Criteria 1 and 2 will not receive the incentive pay. Instead, another teacher who takes the place of the leaving teacher on or before October 1, 2008, will be eligible to receive the incentive pay if they fulfill both Criteria 1 and 2. Otherwise, the allotted funds will be evenly divided among all eligible Part I teachers.
- Part II: (1) Staff who leave or retire at the end of the 2008-2009 school year will receive the allotted incentive pay. (2) Staff who leave or retire before the end of the 2008-2009 school year will not receive the allotted incentive pay. Instead, another staff member who takes the place of the leaving staff member on or before October 1, 2008, will be eligible to receive the incentive pay. Otherwise, the allotted funds will be evenly divided among all eligible Part II support staff.
- Teachers or staff who join the campus due to a new position created after the plan was approved by the district-level decision committee will not receive any incentive pay. Any situation not described above or special extenuating situation will be reviewed and determined by the campus planning committee.

Part I Contingency Plan Funds

1. Part I funds not awarded will be redistributed equally among all Part I teachers that met the required plan criteria (at a minimum met criteria #1 and #2) until all remaining funds are distributed.

Redistribution of funds for the 2008-2009 school year will be affected by the following events in the following ways:

- Part I: (1) A teacher who leaves, retires, transfers, etc. after successfully fulfilling all components of Criteria 1 and 2 will receive the allotted incentive pay. (2) A teacher who leaves, retires, transfers, etc. prior to fulfilling all of Criteria 1 and 2 will not receive the incentive pay. Instead, another teacher who takes the place of the leaving teacher, on or before October 1, 2008, will be eligible to receive the allotted incentive pay if all components of Criteria 1 and 2 are met. Otherwise, the allotted funds will be evenly divided among all eligible Part I teachers.
- Teachers who join the campus due to a new position created after the plan was approved by the district-level decision committee will not receive any incentive pay.
- Any situation not described above or special extenuating situation will be reviewed and determined by the campus committee.

Part II Contingency Plan Funds

1. Part II funds not awarded will be redistributed equally among all Part II staff that met the required plan criteria until all remaining funds are distributed.

Redistribution of funds for the 2008-2009 school year will be affected by the following events in the following ways:

- Part II: (1) A staff member who leaves, retires, transfers, etc. after successfully fulfilling all acceptable measures will receive the allotted incentive pay. (2) A staff member who leaves, retires, transfers, etc. prior to fulfilling all acceptable measures will not receive the incentive pay. Instead, another staff member who takes the place of the leaving staff member on or before October 1, 2008, will be eligible to receive the allotted incentive pay if all acceptable measures are fulfilled. Otherwise, the allotted funds will be evenly divided among all eligible Part II support staff.
- Staff members who join the campus due to a new position created after the plan was approved by the district-level decision committee will not receive any incentive pay.
- Any situation not described above or special extenuating situation will be reviewed and determined by the campus committee.

List of Campus Committee Members

Campus Committee Member Name	Position/Subject(s) Taught (If applicable)	Grade Level(s) Taught	No. of Years on Campus
Paula Fitzgerald	Teacher, CTE	9 th -12 th	11
Tandee Hughes	Teacher, Science	9 th -11 th	2
Emma Martin	Teacher, Art	9 th -12 th	20
Angela Pendleton	Teacher, ELA	10 th -11 th	2
Mike Smith	Teacher, Soc Studies	9 th -11 th	12
Jamie Williams	Teacher, Math	9 th -12 th	2

Ongoing Monitoring/Continuous Improvement

The following processes will be used to solicit feedback, monitor progress, and correct deficiencies on an ongoing basis:

- The responsible party for each team's grant activities will be the team leaders. The team leaders will use a checklist to track the grant activities according to the timeline. The team leaders will be responsible for collecting qualitative and quantitative data for each grant activity under both Parts I and II. The team leaders will also be responsible for soliciting feedback from the team members. The checklist, collected data, and feedback will be gathered and submitted on a monthly basis to the campus coordinator.
- The submitted information will be reviewed on a monthly basis by the campus coordinator together with the project manager. It will be reviewed for progress and/or deficiencies and then feedback will be given to team leaders who will disseminate it to the staff.

Qualitative and Quantitative Data Collection Methods

The following processes will be used to collect and analyze both qualitative and quantitative data related to performance measures.

- The team leaders will be responsible for collecting qualitative and quantitative data from past data for each grant activity under Criteria 1 for Part I teachers. This past data will to be used for comparable measurement purposes during the upcoming grant cycle. This data is to be submitted to the campus coordinator by July 31, 2008.
- The team leaders will also be responsible for collecting qualitative and quantitative data during the grant cycle for each grant activity under Criteria 1 and Criteria 2 for Part I teachers and measurable performance data for Part II support staff. These can be in the form of test scores, certificates, attendance sheets, meeting minutes, or other sources as determined for evidence. This data is to be submitted to the campus coordinator at the end of each month during the grant cycle. The campus deadline for completion of all grant activities is July 31, 2009.
- The submitted data will be analyzed on a monthly basis by the campus coordinator together with the project manager.

Formative Evaluation

Formative evaluation information will be obtained by use of a survey. The survey will be administered to both program administrators and participants. The results of the survey will be used to determine quality measures according to the purpose and objectives of this project.