

**Teacher Incentive Fund
Self-Evaluation Form
Cohort 1 Grantees**

Due NOVEMBER 15, 2007

Please submit via email to CECR@Westat.com

Contact your CECR monitor with any questions.

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Each TIF grantee will be held accountable in meeting its own goals and objectives. This form will be used to help you and the CECR monitoring team assess the progress that has been made, on a quarterly basis, towards meeting the goals and objectives that were established in your proposal. The self-evaluation process aims to establish your project's baseline, to monitor progress, and to develop and work with quantifiable goals and a clear timeline. Once you complete the self-evaluation for the first reporting period, you will only have to update sections for the remaining periods.

- Section 1 deals with your project's performance. In this section you will list your goals and objectives and establish a project baseline and interim timeline(s) that will then be used to measure progress.
- Section 2 documents your incentive structure.
- In Section 3 you will address the Government Performance and Results Act (GPRA) indicators.
- Section 4 of this self-evaluation examines implementation issues that are key to your project's success.

2007-2008 Self Evaluation Reporting Schedule
First Quarter November 15, 2007
Second Quarter February 15, 2007
Third Quarter May 16, 2008
Annual Performance Report August 1, 2008

Section I: Goals, Objectives and Timeline

Section 1 contains the Detailed Project Timeline (Table 1.1) and the Projected Timeframe for Goals and Objectives (Table 1.2). Please reference the *Quick Guide for Transforming Program Goals into Measurable Objectives and Action Items* for assistance.

Instructions

Table 1.1 Detailed Project Timeline

The Detailed Project Timeline asks for overarching project goals, objectives you must accomplish with that goal, and action steps you'll take to complete the tasks. This document should serve as a comprehensive work plan and should capture all activities associated with the development and execution of the grant. These include the hiring of personnel, development of data collection and warehousing, outreach to local stakeholders, teachers, union officials, the media and parents, and any other targets, objectives and activities necessary to implementation.

- (a) Provide project GOALS for the **five-year** span of the project.
- (b) Provide OBJECTIVES to accomplish those goals for the **five-year** span of the project.
- (c) Provide ACTION STEPS for any objective you are addressing in **year two** of the grant.

Table 1.2 Projected Timeframe for Goals and Objectives

Fill in Table 1.2 with the Goals and Objectives you create in Table 1.1. For each Goal and Objective, indicate the years in which you will work toward completing the tasks. You do not need to complete this checklist at the action step level.

Table 1.1 Detailed Project Timeline

Goal/Objective/Action Steps	Responsible party/ organization	Baseline target date(s) (mm/dd/yyyy)	Current or revised target date(s) (mm/dd/yyyy)	Date met (mm/dd/yyyy)	Status (in progress, delayed, complete)	Measures/ documentation/ evidence of completion	Notes
GOAL 1. Establish and maintain a coalition of stakeholders to develop performance pay plans for school staff							
<i>Objective 1.1: Form a steering committee with representation from teachers, principals, parents, community, district administrators, and other stakeholders' groups</i>							
Action step 1. Update Incentive Advisory Council membership and corresponding charter	TIF Project Team	12/05/2007	current	12/18/2007	complete with annual update	See Council's charter and list of members with areas of representation	www.dallasisd.org/inside_disd/depts/evalacct/incentive/index.htm
Action step 2. Ensure constituents' needs for transparent communication are addressed	Performance Pay Advisory Council	Monthly since 12/05/2006	Current	Monthly since 12/05/2006	In progress On-going	Monthly meeting minutes and handouts are posted on the district website	www.dallasisd.org/inside_disd/depts/evalacct/incentive/index.htm
GOAL 2. Develop and implement a comprehensive and sustainable performance pay program for principals							
<i>Objective 2.1: Revise existing Principal Incentive Plan to ensure compliance with grant requirements and district goal</i>							
Action Step 1. Update existing criteria for principals' performance pay and seek Board approval as necessary	Principal Pay Subcommittee	Oct 2008	Current		In progress	Approved changes to be submitted to the Board	
Action step 2. Communicate the updated performance pay program for principals	Principal Pay Subcommittee	Mar 2008	Current		In progress	Manual & forms updated	
<i>Objective 2.2: Implement performance pay for principals based on student performance</i>							
Action Step 1. Distribute principal performance pay based on student performance in 2006-07	Accounts Payable	Dec 2007	Current	Dec 15, 2007	complete	Final list published- Checks distributed	
Action step 2. Determine the list of principals eligible for performance pay based on student performance in 2007-08	Eval & Acct	Sept 2008	Current		In progress	List of principals to receive performance pay	
<i>Objective 2.3: Evaluate the effectiveness of principal performance pay program</i>							
Action step 1. Document the design and implementation process of the program	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report - fall 2008	
Action step 2. Collect and analyze data for the evaluation of the effectiveness of the principal performance pay program	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report – fall 2008	
Action step 3. Track percentage of district's personnel budget that is used for performance-related payments to effective principals	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report – fall 2008	

GOAL 3. Develop and implement a comprehensive and sustainable performance pay program for teachers

Objective 3.1: Establish a comprehensive and sustainable teacher incentive pay plan

Action step 1. Develop the professional development component of the teachers' performance pay plan	Performance Pay Advisory Council	Oct 2008	Current		In progress	Board approval – Oct 2008	
Action step 2. Establish valid and reliable measure of performance for teachers without CEIs (i.e., no standardized tests)	Advisory Subcommittee	Oct 2008	Current		In progress	Board approval – Oct 2008	

Objective 3.2: Implement performance based pay for teachers

Action step 1. Establish a communication plan for performance pay program	Communication Subcommittee	Dec 2007	Current	Dec 2007	complete	TIF Communication Plan	
Action Step 2. Verify value-added model	Data Quality Subcommittee	Aug 2008	Current		In progress	Recommendations from VARC	<i>In collaboration with the Wisconsin Value-Added Research Center</i>
Action Step 3. Develop and implement data quality plan	Data Quality Subcommittee	Mar 2008	Current		In progress		
Action Step 3. Determine the list of teachers eligible for performance pay based on student performance in 2007-08	Eval & Accnt/ TIF Analyst	Nov 2008	Current		In progress	List of teachers to receive performance pay	

Objective 3.3: Evaluate the effectiveness of the teacher performance pay program

Action Step 1. Document the design and implementation process of the program	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report - fall 2008	
Action Step 2. Collect and analyze data for the evaluation of the effectiveness of the teacher performance pay program	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report – fall 2008	
Action step 3. Track percentage of district's personnel budget that is used for performance-related payments to effective teachers	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report – fall 2008	

GOAL 4. Improve student performance in high-needs schools

Objective 4.1: Establish the criteria for high-needs school incentive

Action step 1. Update existing criteria for high-needs school incentive for principals; seek Board approval as necessary	Principal Pay Subcommittee	Mar 2008	Current		In progress	ELT/Board approval – May 2008	
Action step 2. Update existing criteria for high-needs school and hard-to-staff subjects incentives for teachers; seek Board approval as necessary	Performance Pay Advisory Council	May 2008	Current				
Action Step 3. Produce the list of 2008-09 high-needs schools	TIF Analyst	Mar 2008	Current			ELT/Board approval – May 2008	
Action Step 4. Communicate the list and criteria for high-needs school incentive	Human Development	May 2008	Current				

<i>Objective 4.2: Evaluate the effectiveness of high-needs school incentive</i>							
Action Step 1. Track changes over time in the number and percentage of effective teachers (CEIs) and principals (SEIs) in high-needs schools	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report – fall 2008	
Action Step 2. Collect and analyze data for the evaluation of the effectiveness of the high-needs school incentive program	TIF evaluator	Aug 2008	Current		In progress	Annual evaluation report – fall 2008	