

Principal and Teacher Incentive Advisory Council (Meeting Minutes)

Date & Time: February 26, 2008, 4:00-6:00 PM

Location: 2909 N. Buckner Blvd., Room 257

VOTING Council Members:	
Principals	<input checked="" type="checkbox"/> Garcia <input checked="" type="checkbox"/> J. Dixon, <input checked="" type="checkbox"/> Sanchez
Administrators:	<input checked="" type="checkbox"/> Carillo <input checked="" type="checkbox"/> Crowder-Davis <input checked="" type="checkbox"/> Fritsche <input checked="" type="checkbox"/> Griffin <input checked="" type="checkbox"/> McGee <input checked="" type="checkbox"/> Mendro <input checked="" type="checkbox"/> Mitchell <input checked="" type="checkbox"/> Oakeley <input checked="" type="checkbox"/> Olson <input checked="" type="checkbox"/> R. Ryan <input checked="" type="checkbox"/> Sumner <input checked="" type="checkbox"/> Tapia <input checked="" type="checkbox"/> Viramontes
Teachers	<input checked="" type="checkbox"/> Aguilar <input checked="" type="checkbox"/> Brothers <input checked="" type="checkbox"/> Curry <input checked="" type="checkbox"/> Ellis <input checked="" type="checkbox"/> Goodwin <input checked="" type="checkbox"/> Hayes <input checked="" type="checkbox"/> Heard <input checked="" type="checkbox"/> Martinez <input checked="" type="checkbox"/> Paeschke <input checked="" type="checkbox"/> Rice
NON-VOTING Council Members	
Administrators:	<input checked="" type="checkbox"/> Allen <input checked="" type="checkbox"/> Connally <input checked="" type="checkbox"/> G. Dixon <input checked="" type="checkbox"/> Ponce <input checked="" type="checkbox"/> Tyson <input checked="" type="checkbox"/> Youngblood
Teachers & Rep:	<input checked="" type="checkbox"/> Bolender <input checked="" type="checkbox"/> W. Crowder <input checked="" type="checkbox"/> Kaiser <input checked="" type="checkbox"/> Peters
Parents & Business:	<input checked="" type="checkbox"/> Johnson
Guests:	
	<input checked="" type="checkbox"/> Bemby <input checked="" type="checkbox"/> Kihneman <input checked="" type="checkbox"/> McBride (BCG) <input checked="" type="checkbox"/> Mengfei (BCG) <input checked="" type="checkbox"/> Wolfson

Description	Owner's Name	Date First Assigned	Due Date	Status
<p><input type="checkbox"/> OPT-IN STATUS</p> <ul style="list-style-type: none"> • Carlos confirms that the opt-in process was complete as of Feb 15, 2008. • Unofficial opt-in status numbers from Carlos are: <ul style="list-style-type: none"> ➢ 72% Total acceptance ➢ 65.3 CEI teachers acceptance ➢ 67% Non-CEI teachers acceptance • Carlos took an extract of files from the Oracle report and sent the files to the principals to update and verify opt-in employees at their campuses. • Arnold V. asks: How will the district be able to audit the Oracle database? • Carlos states that Oracle doesn't show if it is a CEI teacher or not. • D.K. Bailey suggests: Couldn't we have another database that merges the CEI and non-CEI teachers? • Arnold Viramontes suggests we should put together a framework of where all the data sources are coming from so we can get an accurate report available through Oracle. AV also suggests we get 3 people together to improve data quality and make sure that the database is auditable. 				
<p>Action Item: Carlos will send opt-in report to Arnold Viramontes. The opt-in report will be distributed at the next Council meeting.</p>	Carlos Tapia	Feb. 26, 2008	March 10, 2008	Complete
<p>Action Item: Cecilia will designate a person from E&A to improve data quality and to make sure the opt-in database is auditable.</p>	Cecilia Oakeley	Feb. 26, 2008	March 14, 2008	Pending

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<p>❑ ESTABLISH APPEALS PROCESS</p> <ul style="list-style-type: none"> • The Superintendent designated committee will serve as a level 1 committee which will address complaints before the issues are escalated to the Board DGBA process. • The committee will address not only CEI appeals, but also appeals about the opt-in process, eligibility, procedures, and any other issues related to the performance pay program. • The committee responsibilities should include: 1) keep documentation of the appeals procedures 2) document all individual appeals and issues, 3) log any changes in procedures or criteria due to appeals, 4) help catalog and update procedures, 5) handle complaints and grievances. • The committee should have representation from various departments and divisions within the district, with at least one member from legal and E&A. <ul style="list-style-type: none"> ➢ Members of the Superintendent Designated Committee are: <ul style="list-style-type: none"> ▪ <i>Human Development</i> – (Carlos Tapia or designee) ▪ <i>Legal</i> - Valerie Carillo ▪ <i>Schools</i> - Keisha Crowder-Davis ▪ <i>Evaluation & Accountability</i> - Cecilia Oakeley (or rep) ▪ <i>Teacher</i> - Robert Paeschke ▪ <i>Principal</i> – (TBD) 				
<p>Action Item: Keisha Crowder-Davis will designate a principal to serve on the Superintendent Designated Committee for appeals.</p>	Keisha Crowder-Davis	Feb. 26, 2008	March 18, 2008	Pending
<p>Action Item: Carlos Tapia or HD designee will head the superintendent designated committee and coordinate the meetings.</p>	Carlos Tapia	Feb. 26, 2008	March 18, 2008	Pending
<p>❑ THE USE OF CEI IN RECONSTITUTION OF SCHOOLS</p> <ul style="list-style-type: none"> • Dr. Mendro brought up CEIs and the issue of negative publicity due to miscommunication about the use of CEIs in reconstitution. • The current policy relies on TAKS passing rate to put a teacher on the list to be removed from a school, and the CEI was added to the criteria as another way to “save” teachers from being removed from the campus. • Bob Mendro suggests he would like to keep CEIs in the criteria. • Leng Fritsche mentions that schools’ campus improvement teams have the final authority to override the decision to remove teachers, which further weakens the use of CEIs. • Arnold V. says the TIF Advisory Council is not the body who should make the decision but he will send any recommendation to the ELT. • Members of the TIF Council agree this is not the right entity to make the decision, but they also suggest that CEIs stay in the reconstitution criteria. 				

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<p>❑ PRINCIPAL INCENTIVE UPDATE</p> <ul style="list-style-type: none"> • Recommendations from the principal incentive subcommittee include the addition of Assistant Principals to the list of eligible participants as well as suggestion that the subcommittee appeals process stay consistent with the Performance Pay appeals process. • Leng Fritsche asks: Will the criteria for the assistant principals be the same as principals, and should the Advisory Council vote on any recommendations? <ul style="list-style-type: none"> ➢ Members of the Principal Incentive Subcommittee are: <ul style="list-style-type: none"> ▪ <i>Human Development</i> - Laura Allen (<i>subcommittee chair</i>) ▪ <i>NEA Dallas</i> - Dale Kaiser ▪ <i>DSAA</i> - Willie Crowder ▪ <i>Evaluation & Accountability</i> - Cecilia Oakeley ▪ <i>Schools</i> - Vickie Mitchell ▪ <i>(Principals)</i> – TBD 				
<p>Action Item: Laura Allen will coordinate with Donna Micheaux's office to get a list of 10 principal names to be included in the principal incentive subcommittee.</p>	<p>Laura Allen</p>	<p>Feb. 26, 2008</p>	<p>March 18, 2008</p>	<p>Pending</p>
<p>❑ D.A.T.E. SUBCOMMITTEE (GRANT PROPOSAL)</p> <ul style="list-style-type: none"> • The district was awarded approximately 8 million dollars through D.A.T.E. • There was an effort to have funds from the D.A.T.E. grant target incentives for non-CEI teachers. • Leng Fritsche mentions the original intention was for the D.A.T.E. grant to help cover the 'Professional Development' and 'Demonstration of Skills' components of the performance pay plan, but there were restrictions on the use of funds. • Part I funds will pay for student performance, while part II funds will pay for professional development such as national recognized certifications. • The Demonstration of Skills component was hard to address because it is time consuming and difficult to develop rubrics at the teacher level. • Glorias Dixon asks: Can teachers receive both part I and part II awards? Leng Fritsche answers: Yes, teachers can receive both awards due to time and other resource constraints in developing the rubrics. • The payout for the 2008-2009 school year will be in October 2009, which means we need all the data a month ahead. • The opt-in option will also apply to D.A.T.E. and the district will need to make the decision whether to require everyone to participate. 				

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<p>❑ COMMUNICATION SUBCOMMITTEE</p> <ul style="list-style-type: none"> • Last year the communication subcommittee met to discuss communicating the performance pay program to the pilot schools (including “road shows”, PowerPoint presentation, opt-in process, handouts, etc..) <ul style="list-style-type: none"> ➢ Members of the Communication Subcommittee (established last Fall) <ul style="list-style-type: none"> ▪ <i>Teachers</i> - Lissa Curry & Michelle Heard ▪ <i>Teacher Organization</i> - Aimee Bolender / Maureen Peters ▪ <i>Performance Mgmt & Acct.</i> - Leng Fritsche / Entaune Tyson ▪ <i>Superintendent's Learning Community</i> - Lori Griffin ▪ <i>Evaluation & Accountability</i> - Cecilia Oakeley / Karen Bemby ▪ <i>Communications</i> – Sharon Sumner ▪ <i>Human Development</i> – Carlos Tapia / Laura Allen ▪ <i>Transformation Management Office</i> – Arnold Viramontes (subcommittee chair) • Arnold Viramontes has presented a communication plan to the ELT and mentions there is a template in place outlining the communication. • Leng Fritsche says we need to get something on the website related to the ‘Academic Leadership’ section of performance pay. • It has been suggested to put up an “incentive calculator” in which teachers would have an interactive way to see how much total incentives and stipends they can receive within a given school year. • Arnold Viramontes suggests that it is not the right timing to put an incentive calculator up and we should revisit this in the future. 				
<p>Action Item: Entaune Tyson will request the latest communication plan template from D.K. Bailey and look at reconvening the communication subcommittee.</p>	Entaune Tyson	Feb. 26, 2008	March 18, 2008	Pending
<p>Action Item: Carlos Tapia will provide information on Academic Leadership stipends to Entaune Tyson to be put on the web.</p>	Carlos Tapia	Feb. 26, 2008	March 14, 2008	Pending
<p>❑ DATA QUALITY SUBCOMMITTEE</p> <ul style="list-style-type: none"> • The Data Quality Subcommittee will: <ul style="list-style-type: none"> ➢ Ensure correct teacher-student assignment data ➢ Maintain accuracy of attendance data ➢ Ensure accuracy of appraisal data (including number of observations) ➢ Develop detailed procedures to ensure all information is correct for the performance program’s payout process • Leng Fritsche suggests call it a ‘First Payout Project’ for the upcoming December 2008 payment of the performance pay. • Laura Allen developed a timeline of the payout process which includes the data quality management leading up to the first payment. 				

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<ul style="list-style-type: none"> • Carlos Tapia says part of the training for data quality will include screen prints and step-by-step instructions of how to correctly enter and verify the data. • The Human Development office is distributing a brochure next week to the schools which will help communicate how to ensure accurate data. <ul style="list-style-type: none"> ➤ Suggested members of the Data Quality Subcommittee include: <ul style="list-style-type: none"> ▪ <i>Human Development</i> - Laura Allen (subcommittee chair) ▪ <i>Human Development</i> – Andrea Hilburn ▪ <i>Evaluation & Accountability</i> - Cecilia Oakeley (or designee) ▪ <i>Information Technology</i> – (TBD) ▪ <i>Other departments</i> - TBD 				
<p>Action Item: The data-quality subcommittee should review the attached CECR report on Data Quality Essentials.</p>	DQ Sub-Committee	Feb. 26, 2008	March 17, 2008	
<p>❑ HIGH-NEEDS LIST FOR 2008-2009</p> <ul style="list-style-type: none"> • Linda Chance, in Human Development, is the one coordinating the high-needs list, • Carlos Tapia says the suggested dates for the 2008-2009 high-needs payments are as follows: 1st payment in November 2008 paycheck and 2nd payment in June 2009. • Carlos states that out of 625 recipients of the high-need funds, 3 resigned before the end of the school year and 2 moved to other schools. • Leng Fritsche points out that there may be a USDE regulation restricting the withholding of payments to be used as a retention tool. • Carlos says we are looking at approximately 8 million dollars to fund the upcoming high-needs campuses, but the district will have it covered. 				
<p>Action Item: Valeria Carillo will determine if we are within guidelines of withholding the payment of funds as a retention tool and whether we need to change our procedures to meet the guidelines.</p>	Valerie Carillo	Feb. 26, 2008	March 14, 2008	Pending
<p>❑ CLOSING</p> <ul style="list-style-type: none"> • The Dallas ISD TIF program is being featured on CECR website February 2008 newsletter, which can be found at http://www.cecr.ed.gov/news/newsletters/CECRNewsbreakFeb2008.pdf 				

Meeting Packet Content:

1. Agenda
2. Principal Incentive Plan – Subcommittee Status Report
3. D.A.T.E. Grant Proposal
4. Report – Center for Education Reform: Data Quality Essentials
5. Process Time Line for Payment

Description	Owner's Name	Date First Assigned	Due Date	Status
<input type="checkbox"/> STATUS OF ACTION ITEMS FROM PREVIOUS MEETING				
Action Item: Carlos will get the necessary information to Tambria Barnes in the MIS department in order to ensure all campus-based workers are accounted for in the opt-in report	Carlos Tapia	Jan. 29, 2008	Feb. 15, 2008	Complete
Action Item: Regina Youngblood will send the most recent callout recording to Entaune Tyson to be forwarded to any council member who requests it.	Regina Youngblood	Jan.29, 2008	Feb. 26, 2008	Complete
Action Item: Regina Youngblood will check if a more recognizable voice, such as the superintendent, can be used for the upcoming callout message.	Regina Youngblood	Jan. 29, 2008	Jan. 31, 2008	Complete
Action Item: Bob Mendro will supply an evaluation report for the 2007-2008 high-needs school incentive which will include recommendations for the council to consider.	Bob Mendro	Dec. 18, 2007	Feb. 26, 2008	Pending
Action Item: Kim Olson will assign someone from Human Development to take the lead on the high-needs incentive. (Linda Chance is designated)	Kim Olson	Dec. 18, 2007	Feb. 15, 2008	Complete
Action Item: The high-needs incentive plan will be sent to the ELT in early February in order to give the district staff more time to prepare for the March job fair.	Linda Chance	Jan. 29, 2008	Feb 15, 2008	Complete
Action Item: Entaune Tyson will update new responses to the frequent asked questions on the performance pay website.	Entaune Tyson	Jan. 29, 2008	Feb. 8, 2008	Complete

The next Principal and Teacher Advisory Council Meeting is scheduled for:

Date: Tuesday, March 18, 2008

Time: 4:00-6:00 PM

Place: 2909 N. Buckner Blvd., 2nd Floor Conference Room (room 257)