

Principal and Teacher Incentive Advisory Council (Meeting Minutes)

Date & Time: March 18, 2008, 4:00-6:00 PM

Location: 2909 N. Buckner Blvd., Room 257

VOTING Council Members:

Principals Garcia J. Dixon, Sanchez
Administrators: Carillo Crowder-Davis Fritsche Griffin McGee Mendro Mitchell Oakeley Olson R. Ryan Sumner Tapia Viramontes
Teachers Aguilar Brothers Curry Ellis Goodwin Hayes Heard Martinez Paeschke Rice

NON-VOTING Council Members

Administrators: Allen Bailey Bemby Connally G. Dixon Ponce Tyson Youngblood
Teachers & Rep: Bolender W. Crowder Kaiser Peters
Parents & Business: Johnson

Guests:

Kihneman Wolfson

Description

COUNCIL MEMBERSHIP / VOTING MEMBER STATUS

- The list of eligible voting members for the Advisory Council is derived from the Superintendent's Charter.
- It is important that either the voting member or an alternate be present at all meetings since many issues require a vote with a quorum.
- Beginning in April, members with at least 3 absences will be removed from the Council.

HIGH-NEEDS INCENTIVE SUMMARY

Criteria and school list for high-needs schools

- The final list of high-needs schools for the 2008-2009 school year was distributed to the Advisory Council with a total of 26 schools.
- The criteria used to designate high-needs schools are:
 1. High-Need rank (*using 5 Factors: tier, discipline, at-risk population, teacher turnover, low-SES population*)
 2. Reconstituted Schools
 3. Superintendent's Learning Community schools

2008-2009 High-Needs Incentive FAQ

- The latest version of the 2008-2009 High-Needs FAQ has been posted on the performance pay website and the Dallas ISD intranet website.
- Arnold Viramontes says to make sure all changes/updates to the performance pay website are done through the proper channels of communication.

Use of CEI for the high-needs incentive

- Maureen Peters questions why Dallas ISD is doing a recruiting campaign for teachers to come to the high-needs schools when the teachers will not know for sure whether they will get the \$6,000 incentive until after they have already transferred. (because of the use of the 07-08 CEI and when the CEIs are made available)
- Bob Mendro says nothing would prevent the district from using the 06-07 CEI.
- Bob Mendro suggests that the district could use an error of measurement for the 07-08 CEI, where all CEIs that fall within the error would be eligible for the incentive.
- Maureen asks: What is the specific error number used for the error of measurement? Bob Mendro responds that it depends on the test, but an overall error of acceptance could be used.
- The Advisory Council takes an informal vote on which CEI to use to award the high-needs incentive. (quorum was not set for official vote)

Description

❑ HIGH-NEEDS INCENTIVE SUMMARY (cont...)

VOTE

- **Background:** Existing core teachers must have a CEI of 50 or above to receive the high-needs incentive.
- **Issue:** Which year of CEI to use to award the 2008-2009 high-needs incentive?
- **Option A – Use the 06-07 CEI.** This option would let teachers know during the 07-08 school year, whether they are eligible for the \$6,000 before they choose to transfer.
- **Option B – Use the 07-08 CEI.** With this option, teachers who transfer to the high-needs schools would not know if they could receive the \$6,000 until fall 2008, and there is the possibility that the teacher may not receive the high-needs incentive after the transfer.

- The informal vote from the Advisory Council indicated that all members preferred using the 06-07 CEI.

Propose a new name for the 2008-2009 High-Needs Schools

- The Human Development department received input from principals, and the name “targeted-impact” was chosen to replace “high-needs”.
- Leng Fritsche mentions that “high-needs” is a federal term that is used in the grant, so the district still has to refer to the program as “high-needs” for all federal documentation purposes.
- Arnold Viramontes says it is best to have consensus from the Advisory Council when deciding to change the name of a program.
- Carlos Tapia suggests that we put “high-needs” in parenthesis when using the new term so that there is less confusion.

❑ BUDGET PLAN FOR MATCHING INCENTIVE FUNDS

- There is a matching fund requirement for the grants that fund the performance pay program.
- A plan for matching funds needs to be developed by the district administration.
- The Teacher Incentive Fund grant was used to partially fund both the high-needs program and the performance pay incentive.
- The upcoming D.A.T.E. grant will also have a matching fund requirement.

❑ OPT-IN SUMMARY FOLLOW UP

- Carlos Tapia presented an opt-in summary to the Council for review which stated the final opt-in numbers for professional staff and the final opt-in numbers for CEI versus non-CEI teachers.
- Carlos Tapia mentions that principals will have access to see who opted in at their campus.

Description

❑ TIF PROGRAM MONITORING REPORT

Section 2 of the report: Finding 2.2 Required Action

- The report states, *“incentives must be paid to all eligible teachers and principals who were employed at the time of the student assessment (or other component of incentive payout), unless otherwise specified in the grantee’s approved application proposal. Thus, a grantee may not require retention as a means of determining eligibility.”*
- Leng Fritsche says the federal requirement means the district cannot require teachers to remain employed with the district at the time of payout, and that Dallas ISD must communicate this to all district staff, and put in a “good faith” effort to get the funds to the employees.
- Cecilia Oakeley asks whether this policy must be made retroactive because 2 principals retired before the principal incentive payout was awarded. Leng responds yes, it should be retroactive for this school year.
- Aimee Bolender asks: How does this affect retirees? Leng responds, they should get the incentive.
- Carlos Tapia says there may be difficulties because the district would have to reopen the employee record to pay the employee(s).
- Laura Allen asks: Would it be a good faith effort to send the employees a letter which stated they qualified for the incentive and that they need to contact the district to receive the incentive?
- Arnold Viramontes agrees with the idea of sending a letter to the employee.
- Leng Fritsche mentions a “good faith effort” should include a defined period of time in which the employee must contact the district before a particular deadline. (i.e. 6 months)
- Bob Mendro asks if the district can amend their current grant application so that the employee must be an active employee. Leng responds: No.

Section 3 of the report: Finding 3.1 Required Action

- The report states, *“The grantee must develop a written communications plan within 90 days of receiving this report.”*
- The report was received on March 7, 2008 and approximately 90 days would be by the end of May.
- D.K. Bailey is in charge of communications and will work on the TIF communication plan.

Section 4 of the report: Finding 4.1 Required Action

- The report states, *“The grantee must develop a written data quality plan that documents the procedures from data input to reporting and payout. A copy of the plan must be submitted to the Department of Education within 90 days of receiving this report.”*
- Laura Allen is in charge of the data quality subcommittee and is working with the subcommittee to document the required information for the data quality plan.

❑ D.A.T.E. GRANT PROPOSAL

- The D.A.T.E. grant is expected to be approved at the next Board Meeting on March 27, 2008.
- A question is presented to the Council: If an employee opts in for the performance pay program, should we require a separate opt in for the D.A.T.E. grant?
- Richard Goodwin says that since there are 2 separate programs, we need a separate opt in.
- Leng Fritsche says an option could be that employees are automatically enrolled in the D.A.T.E grant program unless they choose to opt out.
- Aimee Bolender is a proponent of employees making a conscious decision to participate in the program.
- Carlos Tapia mentions as long as we have strong communication, we should use the automatic opt-in.
- Stephanie Ellis suggests having schools vote to opt into the program.
- Maureen suggests that the opt-in be at the school level, where the school votes on which “template” to use for the D.A.T.E. grant requirements.
- Arnold Viramontes says we should get more feedback from teachers in regards to opting in for the D.A.T.E. grant.

Description

❑ PRINCIPAL INCENTIVE UPDATE

- Leng Fritsche asks:
 - Is there consideration to include assistant and associate principals in the principal incentive plan?
 - Is there consideration for the inclusion of alternative schools in the principal incentive plan?
 - Is there any update on a principal incentive manual, forms, or other documentation?
- Laura Allen states there are no new proposals or recommendations to report at this time.

❑ COMMUNICATION UPDATE

Communication Subcommittee

- D.K. Bailey is the head of the communication subcommittee and will look at reconvening the subcommittee meetings in the near future.
- Leng Fritsche mentions that communications should include the indices as well as the performance pay plan.

Performance Pay Brochure

- Laura Allen designed a brochure that emphasizes explaining the importance of accurate data for the performance pay program.
- Laura states the brochure is set to go out the following week of March 24, 2008.
- Members of the Council offer recommendations to improve the brochure and point out a minor typographical error.
- Laura offers to delay distributing the brochure to make updates, corrections, and to implement the recommendations from the Advisory Council.

Web-based procedure to check student rosters

- Karen Bemby, along with the help of Karla Genter and the 'Data Analysis and Reporting' department, put together a web-based process for teachers and administrators to check, verify, and update student rosters.
- The idea of the web-based procedure is for teachers to log into MyData Portal and verify each student in every course and section that they teach.
- The changes that the teachers put on the web program will not automatically update the Stusys Database, but all changes will be verified by the principal and then updated by the campus data controller or designee.
- Maureen Peters asks: Can teachers download a copy of the report for filling purposes? Karen says, "Yes".
- Karen Bemby says the roll out of the web program is scheduled for April 15, 2008 and the initial phase will only enable teachers to make corrections for semester 1.

❑ DATA QUALITY PLAN

- Laura Allen states that the data quality subcommittee met on March 17, 2008 and discussed the timeline until payout of the incentive, plus discussed ways to ensure checks and balances in maintaining data quality.
- The data quality subcommittee also discussed CEI appeals and tried to narrow down what exactly can be appealed.
- Cecilia Oakeley mentions that the current timeline only leaves 15 days for appeals, and that is part of the reason why there is an effort to narrow down what constitutes an appeal.
- Maureen Peters asks: How will the data quality plan check and verify absences? Karen Bemby responds that teacher "pink sheets" and forms will continue to be used to verify absences.
- Richard Goodwin asks: What about kids on field trips that are counted present, but are out of the classroom and not being given instruction from the teacher? Karen Bemby responds that they are looking at absences and all the "flags" that constitute an absence to be tracked by period.
- Arnold Viramontes asks whether we are looking at all the legacy systems to check the sources of the data, because when the district wide data warehouse is put in place, all sources of data need to be verified.

Description	Owner's Name	Date First Assigned	Due Date	Status
❑ ACTION ITEMS				
Action Item: Carlos Tapia or HD designee will head the superintendent designated committee for appeals and coordinate the meetings.	Carlos Tapia	Feb. 26, 2008	March 18, 2008	Pending
Action Item: Carlos Tapia will provide information on Academic Leadership stipends to Entaune Tyson to be put on the performance pay website.	Carlos Tapia	Feb. 26, 2008	March 18, 2008	Pending
Action Item: Send out an email to the principals and teachers serving on the Advisory Council to ask which CEI to use to award the "high-needs" incentive and to ask about the name change to "target-impact." All results should be communicated to the Advisory Council.	Entaune Tyson	March 18, 2008	April 29, 2008	Pending
Action Item: Arnold Viramontes will bring up the need for a budget plan to the Executive Leadership Team for the district to match incentive funds.	Arnold Viramontes	March 18, 2008	April 29, 2008	Pending
Action Item: Leng Fritsche will check with the federal regulators on what could be considered a "good faith" effort for communicating to employees who qualified for incentive awards, but have left the district. Leng will also check on the possibility of revising the grant application to require retention.	Leng Fritsche	March 18, 2008	April 29, 2008	Pending
Action Item: D.K. Bailey will work on the written communication plan for the performance pay program.	D.K. Bailey	March 18, 2008	May 27, 2008	Pending
Action Item: Laura Allen will work on the data quality plan for the performance pay program.	Laura Allen	March 18, 2008	May 27, 2008	Pending
Action Item: D.K. will bring up the issue of "opting in the D.A.T.E. grant" at the next D.A.T.E subcommittee meeting.	D.K. Bailey	March 18, 2008	April 29, 2008	Pending
Action Item: D.K. Bailey will contact all communication subcommittee members and begin scheduling the meetings.	D.K. Bailey	March 18, 2008	April 11, 2008	Pending

Meeting Packet Content:

1. Agenda
2. 2008-2009 High-Needs List
3. 2008-2009 Targeted-Impact (High-Needs) FAQ
4. Opt-In Summary
5. TIF Program Monitoring Report
6. Performance Pay Brochure
7. Web-based procedure: Reviewing Student Rosters (for Teachers)
8. Web-based procedure: Reviewing Student Rosters (for Principals)

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

Date: Tuesday, April 29, 2008

Time: 4:00-6:00 PM

Place: ** 3700 Ross Ave., Administration Building 3rd Floor (Room 346) ** **NOTE LOCATION CHANGE FOR MEETING** **