

Extra Duty Pay Out Requirement Form – Quarter 1 (Q1)

Quarter 1 (Q1)	Quarter 2 (Q2)	Quarter 3 (Q3)	Quarter 4 (Q4)
October	January	April	July
November	February	May	August
December	March	June	September
Deliverables Due in January	Deliverables Due in April	Deliverables Due in July	Deliverables Due in October

Quarter 1 (Oct-Nov-Dec) (Q1) – DUE DATE: January 17, 2017

Guidance Statement:

Each EEP Campus will complete and submit for review the following from the list below. Then the EEP team member assigned to the EEP Campus will review the items from the list below and schedule a follow-up meeting for clarification and understanding as to how the following items are being used to “grow” the campus’ educators towards more effectiveness, leading to greater student academic achievements.

For Office Use Only for Extra Duty Pay Confirmations:

Campus Name: _____ Principal Name: _____

Leadership Team Member: _____ Title: _____

Leadership Team Member: _____ Title: _____

Leadership Team Member: _____ Title: _____

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PART A: The following five items are usually completed and due before school begins in August of each year. However, with the announcement in October of the TIF5 award and with the modified items already created, each school was required to UPDATE and refine their existing items from the list below. What is due now by or before January 15, 2017, are the revised and updated items listed below. If you have not updated or plan no more additional updates, you must submit what you have already submitted below. If some of the items below are incomplete or unfinished, you must explain your plan for completing the items and give a target date. Thank you.

Item #1: School Plan – You may revised this throughout the year as you receive additional data, however, you must have a school plan (with a school goal embedded) in order to focus your attention on a “target” for academic improvement. No exceptions. If you are a new campus, you must identify the data you will utilize to complete your school plan.

Item #2: Unit Meeting Schedule – Once you set the time, date and place for your weekly job-embedded Unit meetings; you must adhere to your schedule. Please take the time to identify any holidays and other intrusions that may require you to reschedule NOW by being proactive and sitting down with your team and your school calendar and events schedule so that you have realistic plans to meet REGULARLY in your weekly unit meetings. These are not optional and there can be no cancellations after January 9, 2017 without financial considerations regarding extra duty pay. The schedule you make must be adhered to without fail beginning January 9, 2017. Be proactive and plan now to have fidelity to holding each schedule unit meeting. Between January 9th and May 31st. there can be no less than 15 weekly unit meetings scheduled. You can schedule more but you cannot schedule any less than three (3) per month. This should allow for any testing and holidays that you may experience during the months between January 9th and May 30th.

Item #3: Leadership Team Meeting Schedule – See information above about weekly unit meetings. The same information applies to leadership team meetings.

Item #4: Unit Planning Meeting Schedule: Please identify when you meet as a leadership team to “plan for your unit meetings”. Each weekly unit meeting needs to be preceded by a “unit planning meeting”. This will ensure that the leadership team is actively planning and preparing to ensure that teachers will receive high-quality professional development during their unit meetings.

Item #5: Teacher Observation Schedule showing each teacher and teacher leader who will be expected to end up with an average “teacher observation score” being observed three (3) times before May 20, 2017. Please also, submit, revised schedules as you make adjustments to the schedule as sometimes this changes over the course of the year due to teacher changes.

Item #6: Certified Observer List: Please list the status of all EEP campus leaders related to the following: EEP teacher observation certified, EEP teacher observation certification completed... waiting for pass/fail results, EEP teacher observation certification training TBS (to be scheduled). No one who HAS NOT passed the TOC can observe teachers. This is a change from last year as we have updated our training and all new leaders on each EEP campus must pass TOC before they qualify to observe EEP campus career teachers.

Item #7: Updated Organizational Chart: Please make any corrections and/or additions to the previously submitted Organizational chart to show new teachers, teachers that have changed units and teachers that are no longer employed.

PART B: Benchmark testing results and your analysis of why the scores are inaccurate or accurate and your plan of action for improvement. Please do not submit any names of students all data needs to be submitted by grade level, subject level and teacher of record.

PART C: \$50,000 Professional Development Plans – If you have a draft or a finalized plan, you must submit what you currently have as of **January 31, 2017**. While approvals of all plans are required, you must have a written professional development plan as you wait for final approval.

PART D: Check **all** assurances of the required “grant support services” as agreed upon below.

_____ Our campus will, as required, complete all surveys and evaluative documents required to us by the deadlines that are set. We understand the evaluation team will work with the Superintendent’s to ensure that we receive all surveys and evaluative documents in a timely manner conducive to our educators completing them in a timely manner.

_____ Our campus will / will not utilize the required executive coaching for our principal because we have executive coaching covered in our own \$50,000 professional development plan.

_____ Our campus will / will not utilize the required new teacher mentoring services because we have new teacher mentoring covered in our own \$50,000 professional development plan.

_____ Our campus will cooperate fully with the vendor working to help us develop the Superintendents’ evaluation system.

_____ Our campus will cooperate fully with the vendor working to help us develop the “other professional positions” evaluation system.

_____ Our campus will cooperate fully with the vendor working to help us develop the Human Capital Management System (HCMS).

Leadership Team Assurance Statement: “We are submitting the items above as required with the understanding that we can seek assistance to improve upon what is being submitted and that we are actively working towards educator effectiveness so that each student has equitable access to an effective educator within the next five years.”

Principal Signature: _____

Superintendent Signature: _____

Leadership Team Member #1: _____

Leadership Team Member #2: _____

Leadership Team Member #3: _____

Leadership Team Member #4: _____