

TTIPS: Quarterly Conference Call Process 2013-14

Focusing on sustainability is a key component of the Texas Title I Priority Schools (TTIPS) Grant. TEA and the Texas Center for District and School Support (TCDSS) strongly believe in the impact that the 90 day strategic planning and quarterly monitoring process can have as part of a sustainable, and systemic transformation of continuous improvement in Texas' schools to significantly increase student achievement.

One step that TEA and TCDSS are taking to support districts in creating an accelerated, sustainable, and systemic transformation in their campuses is to build district capacity by taking an active role in the monitoring process of the TTIPS Grant activities. In order to facilitate a smooth transition of this responsibility to the district and enhance sustainability, TEA will begin to ask the District Shepherd (DS) to take the lead on the quarterly implementation report (QIR) conference call process.

Although the QIR conference call process is changing, the submission of the 90 day action plan and QIR will remain the same.

90 day action plan to TCDSS case manager and TEA program specialist:

- DUE: October 15; January 15; April 15

QIR due to TEA program specialist and TCDSS case manager:

- **October 2**
- **January 8**
- **April 2**

Roles in the QIR Conference Call

- DS develops call schedule and agenda for TTIPS Campuses
- DS facilitates call with TTIPS Campuses on date scheduled
- DS submit to TEA call notes
- TEA and TCDSS will notify the TTIPS Campus of their interest to be included in the QIR call.

District Shepherd Role in QIR Call

1. District Shepherd develops a schedule and facilitates all QIR conference calls in coordination with the TTIPS Campuses and PSP. **District Shepherd will not have to coordinate with TEA/TCDSS unless specifically requested to do so.**
2. District Shepherd reviews QIRs from TTIPS Campuses and develops an agenda, using the TEA template for the call, based on previous call outcomes, current needs, or concerns from their TTIPS Campuses. The agenda must be sent one week prior to the call to the campus principal and assigned professional service provider (PSP) for the campus and district.
3. District Shepherd leads QIR conference call.
4. District Shepherd submits to TEA program specialist and TCDSS case manager the agenda with appropriate annotations from the call, including the names of participants and corresponding positions.
5. TEA and TCDSS will notify the TTIPS campus of their interest to be included in the QIR call. The district or campus PSP may also request the participation of TEA program specialist or TCDSS case manager in the QIR discussion.