TTIPS Quarterly Conference Process
District Shepherd Facilitation Guidelines

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.

Beginning with the second quarter of SY 2012-2013, the district shepherds will assume the role of facilitator for each TTIPS campus quarterly conference. Please find below tools and guidance to help facilitate this process.

Items to Review:
1. Activity Timeline (C1: Schedule 4B, Part 3 and / or MSDR; C2: Schedule 4C)
2. QIR – Current and Previous Submissions
3. 90 Day Strategies - Current and Previous Submissions
4. Any reports or plans submitted in ISAM
5. Notes / Follow-Up Items from Previous Calls
6. Current draw down levels for campus

Deliverables:

1. Call Agenda – Submit to TEA and TCDSS no later than one week **prior** to scheduled conference. Please note that after reviewing each agenda, the TEA program specialist will contact district shepherd with any concerns before the scheduled conference.
   a. Develop agenda in conjunction with **Items to Review** listed above
   b. Conference should be limited to 1 hour when TEA and / or TCDSS are participating
   c. Discuss academic data and federal requirements related to the selected intervention model
   d. Discuss critical success factors in relation to activity implementation
   e. Conduct conference within 30 days of QIR submission date

2. Call Notes / Annotations – Submit the completed call agenda with notes to TEA and TCDSS no later than one week **after** conference
   a. Include quantitative data discussed during conference
   b. Include conference length and participant attendance
   c. Include resolution and / or improvement strategies for any areas of concerns that come up during conference
   d. Record celebrations achieved during the quarter
   e. Provide evidence that supports the overall evaluation of implementation as it relates to the grant