

# **TTIPS Extension: PSP Policy and Guidance Handbook**

2020-2021

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# **POLICIES AND REQUIREMENTS**

## **INTRODUCTION**

The PSP Policy and Guidance Handbook contains Texas Education Agency (TEA) and the Education Service Center-Region 13 policies and procedures for TTIPS Professional Service Providers (PSPs), as well as tips and resources to help you navigate the work of school improvement. It is the responsibility of each PSP to read and follow the information in this Policy and Guidance Handbook and to keep it handy for reference.

In 2020-2021, PSPs will only be assigned to current TTIPS Grant Cycle 5 schools as part of the TTIPS extension due to COVID-19 interruptions in the 2019-2020 school year. The PSP Network and PSPs will no longer be utilized beyond the 2020-2021 school year. All TTIPS PSP supports will conclude on June 30, 2021.

## **PSP ROLES AND RESPONSIBILITIES 2020-2021**

### **Overview**

Professional Service Providers (PSPs) are experienced, quality educators who provide technical assistance and support to districts with campuses identified as Improvement Required in the Texas Accountability System or for Comprehensive support under the Federal Every Student Succeeds Act (ESSA). PSPs are an extension of the TEA and ensure that district and school leaders are engaging in interventions that improve campus performance and create the district conditions needed to sustain this improvement.

### **Qualifications**

- Master Degree in Education or related field (required)
- Doctorate Degree in Education or related field (preferred)
- Current administrative certificate (preferred)
- Leadership coaching certification (preferred)

### **Experience**

- Experience as a campus, central office administrator, or teacher leader
- Experience with state and federal accountability systems
- Experience in conducting needs assessment, including data and root cause analyses
- Success in designing and implementing research-based programs to address school improvement needs
- Experience providing professional development to experienced educators
- Successful school turnaround experience as a campus administrator (preferred)

### **Special Knowledge & Skills**

- Knowledge of federal and state school improvement requirements including, but not limited to ESSA and Texas Title 1 Priority Schools (TTIPS)
- Knowledge of the principles of school turnaround, turnaround leadership, and current educational research in school improvement, and the ability to quickly apply them, as appropriate, at the district/campus level
- Ability to accurately analyze data and assess systems to identify root causes of low performance
- Knowledge of systematic planning practices, program evaluation, and district operations
- Oral communication skills that engage district/campus leadership in reflective dialogue
- Coaching skills that demonstrate active listening, reflective questioning, and full engagement

- Understanding district perspectives of organizational structure, communication, and collaboration across work groups to support and leverage campus success
- Ability to work in a fast-paced, team-focused environment with multiple groups
- Ability to influence stakeholders in a results-oriented way so campus, district leadership, and ESC personnel collaborate to ensure successful outcomes that meet or exceed state requirements
- Ability to manage multiple projects and meet deadlines
- Technical writing skills that capture evidence in a clear, concise, and objective manner
- Proficient in the use of technology to support all job requirements

## **Responsibilities**

- Ensures that campus is engaging in interventions: developing a plan and implementing the plan with fidelity
- Adheres to the Code of Ethics and Standard Practices for Texas Educators and the PSP Network Guidelines
- Exemplifies the trustworthiness and integrity necessary to lead adults and model core values regarding confidentiality, punctuality, work focus, and quality of product
- Serves as a liaison between the Statewide Support Partners, Texas Education Agency (TEA), local Education Service Center (ESC), and the District Coordinator of School Improvement (DCSI)
- Serves as a member of the campus intervention team (CIT) ( TAC §97.1063.Campus Intervention Team)
- Ensures effective implementation of the school improvement process and works with DCSI on required interventions and submissions
- Assists the campus with TTIPS grant requirements, when applicable
- Works with district and campus staff to ensure their understanding of the current accountability system
- Maintains a positive problem-solving attitude and acts as a positive change agent
- Seeks out and is responsible for personal, ongoing professional learning and attends all required trainings outlined in the PSP Policy and Guidance Handbook

## **PROFESSIONAL ETHICS**

### **Ethical Expectations**

Everyone contracting to serve as a PSP must agree to:

- exemplify trustworthiness and integrity;
- demonstrate an attitude of service;
- act within the boundaries of careful stewardship of taxpayer-provided resources;
- respect, at all times, the inherent dignity of each individual;
- never use the PSP position for self-promotion or seek additional monetary benefits;
- comply with all requirements of contract(s) and the PSP Policy and Guidance Handbook;
- comply with the Code of Ethics and Standard Practices for Texas Educators (see below and/or online at the [Texas Education Agency website](#));
- notify the campus, district, and Statewide Support Partner team within 48 hours if charged with criminal conduct or arrested (PSP may be placed on temporary leave pending conviction if it is determined the charges interfere with the effectiveness of the PSP's services)
- refrain from sub-contracting with individuals not assigned to a campus by the district, regardless of whether they are being compensated (including any work that would typically be performed by the assigned PSP). Violation of this directive will result in the immediate removal of the PSP from all PSP work.

PSPs should not use their position for personal or material gain, or create the appearance of such while

serving on a campus. For example, PSPs should not:

- serve as an employee in a district in which they serve as a PSP;
- serve as a full-time employee in any capacity without written consent from the Education Service Center-Region 13 team and TEA;
- exceed campus and/or hour limits without the approval of TEA or the Education Service Center-Region 13 team;
- contract for additional hours of service on the campus during the PSP contract without approval from TEA and/or Education Service Center-Region 13;
- seek expanded contractual roles on any assigned campus, including soliciting or accepting a role in any campus grant;
- promote products to a school or district in which they hold a contract, and are products created or owned by an organization that employed the PSP in the last two years, or are products from which the PSP will profit from the sale of, or are products created or owned by other PSPs.
- use influence for additional work with campus or district staff or board members;
- use data collected while serving as a PSP for research or publication, without written consent from the district and Statewide Support Partners.

## **Texas Code of Ethics**

PSPs are required to report unethical behavior and noncompliance issues. Procedures for reporting suspected noncompliance with school laws and rules fall under the jurisdiction of the Texas Education Agency. Please review the [CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS RULE §247.2](#) from the TEA website.

## **Criminal Background Check**

As provided under state law, all PSPs working in public schools are subject to criminal history background checks. The contracting organization may obtain any criminal history record information, including fingerprinting, pertaining to the PSP and obtain such information from any law enforcement agency, including a police department, the Texas Department of Public Safety, Texas Department of Corrections or similar out-of-state entities as called for in Senate Bill 9. PSPs are responsible for all expenses related to the criminal history check, including fingerprinting.

## **PSP CONTRACT EXPECTATIONS AND CONSIDERATIONS**

### **Assignment to TTIPS Campuses**

PSPs will be assigned to the TTIPS campus where they have served in the 2019-2020 school year.

### **Conflicts of Interest**

PSPs may not accept a contract for a school where they:

- served as principal;
- held any position on the campus within the previous 2 years;
- supervised or evaluated the current principal;
- have an immediate family member or close friend currently employed by the district in a supervisory role or is currently serving on the district board; and/or
- are performing other services for the campus (e.g. consulting work, vendor for materials/products, grant writing, mentoring/coaching).

### **PSP Hours Required for TTIPS Campuses**

## TTIPS Campuses

Texas Title I Priority Schools (TTIPS campuses) will utilize any carry-over hours remaining from the original 110 hours allotted in the 2019-2020 Letter of Agreement (LOA). This carry-over is due to the interruption in services due to COVID-19 in the 2019-2020 school year. The PSP hours will be completed through arranged services with the Education Service Center - Region 13. No additional hours will be allocated through the TTIPS Grant. All hours must be used on or before June 30, 2021. Hours specific to each PSP and campus served will be identified on the 20-21 Letter of Agreement (LOA).

### Contracting with the Education Service Center-Region 13

A Letter of Agreement (LOA) is a contract between the PSP, campus, LEA, and Education Service Center-Region 13 for [TTIPS](#) campuses. TEA has set the hourly rate of \$85/hour, the number of hours, and the travel reimbursement rate for all federal campuses. The LOA is a 10-month contract that starts on September 1, 2020 and ends June 30, 2021. PSPs cannot be paid for work on campus before the Letter of Agreement (LOA) has been signed by all parties.

PSPs will be alerted via email once all parties have e-signed the LOA document. PSPs may assist in monitoring the LOA process by checking in with the campus principal and DCSI to make sure they e-sign the LOA in a timely manner. All LOAs are completed electronically using the e-signature service, AdobeSign.

PSPs working on TTIPS campuses are:

- expected to consult with the school principal and DCSI to determine the best means of support (in-person or virtual) due to COVID-19 and virtual learning requirements in some districts.
- required to schedule time with the assigned campus using contract hours for the entire contract period of the LOA. **Additional hours will not be added to the LOA.** If the district determines a campus requires more assistance than the PSP can provide with the hours allocated in the LOA, the district may create an additional contract with the PSP for specific work to be performed at the campus;
- expected to provide support services each month unless there is an agreement with the DCSI and principal. Due to COVID-19, support may be provided virtually in coordination with the DCSI and principal.
- expected to work with the DCSI and principal to develop an appropriate schedule of services;
- expected at a minimum, to remain in contact with the DCSI and principal by email or phone when providing off-site services;
- not to use more than 15% of their total contract hours for off-site, indirect services and may not claim off-site, indirect service hours, for time completing invoices;
- expected to use all service hours on the contract to provide technical assistance to the district. However, if there is a unique circumstance preventing the use of the hours, the PSP must contact an Education Service Center-Region 13 team representative to explain the situation.

### PSP Distribution of Hours

- The TTIPS Grant Extension in 2020-2021 for Cycle 5 campuses will utilize any remaining PSP hours from the original 110 hours allocated in the 2019-2020 LOA. No additional hours will be allocated in 2020-2021. The new LOA will note the number of available hours for use in the 2020-2021 school year. All hours will need to be used on or before June 30, 2021.
- Individual campuses have varying needs. There is no definitive rule for the number of hours a PSP spends working with a campus each month. However, **PSPs will typically front-load contract hours during the first half of the academic year. Keep in mind due dates for Progress reports and schedule time accordingly.**
- The PSP is required to work with campuses identified in the federal accountability system every month unless an agreement is made with the principal.

## Campuses Completing TTIPS Requirements Before June 30, 2021

In some cases, the TTIPS campus may complete all TTIPS Grant requirements prior to June 30, 2021. Any unused PSP hours are not guaranteed and will not be paid to the PSP.

## PSP Unable to Fulfill Contract

If a PSP is unable to fulfill a contract, the Education Service Center-Region 13 representative must be contacted immediately regarding the situation. At that time, Education Service Center-Region 13, in collaboration with TEA, the campus principal, and the DCSI, will determine the best course of action for the school.

## Concerns with the Contract

If a PSP determines he or she is not a good match for a campus, he or she should first meet with the campus principal. The PSP must then contact the assigned TEA Case Manager for direction, and notify the Education Service Center-Region 13 representative for replacement support.

## PROFESSIONAL LEARNING AND DELIVERABLES

### Professional Learning Requirements

PSPs are expected to fulfill all professional development requirements as determined annually by TEA, Education Service Center-Region 13, and/or the local ESC. Currently, the required events include:

- Cycle 5 virtual meetings as scheduled in 2020-2021
- Continuous Improvement Training at the ESC

If deemed necessary, the Education Service Center-Region 13 team and TEA may require PSPs to attend additional events within a school year. If a PSP has an extenuating circumstance and cannot attend a required event, the PSP must contact the Education Service Center-Region 13 representative and the local ESC immediately to determine a possible alternative.

### Travel Reimbursement Procedures

PSPs may be reimbursed for their travel to certain professional learning opportunities. When requesting travel reimbursement for travel, adhere to the following guidelines:

For initial travel each year, PSPs are required to mail the following original copies to Statewide Support Partners:

- a completed and signed [Participant Travel Reimbursement Form](#);
- a completed and signed [W-9](#);
- a [MapQuest](#) map showing the round trip mileage for PSP using their personal vehicle to travel;
- a [Vendor Direct Deposit Request](#) must also be completed before PSPs can be reimbursed for travel expenses. PSPs only have to complete this form once, unless a change in a direct deposit bank account has occurred.

After the first travel reimbursement, PSPs are only required to complete the Participant Travel form and submit a MapQuest map showing their round trip mileage (only if a personal vehicle is used for travel).

PSPs may be reimbursed for the items listed below. All require original itemized receipts. Copies of receipts will not be accepted.

- Use of personal vehicle: (\$.575 per mile) Point-to-point mileage should be documented by a mapping service, such as MapQuest. Please include full departure and destination addresses.
- Car Rentals: Participants may be reimbursed for a vehicle, as required. However, the vehicle must be “standard” size, and no more than \$80/day. *Costs over this amount will not be reimbursed.* You will not be reimbursed for rental car insurance, additional drivers, or luxury cars.

- Air Travel: Participants requiring air travel must turn in the airline passenger itemized receipt showing proof of payment (economy class only). Receipts are also required for airport parking, shuttle, or taxi. Please note that ticket exchange receipts alone are not valid proof of purchase. Ticket exchange receipts must be accompanied by an original payment receipt.
- Parking/Taxi/Shuttle: Provide an itemized receipt for any parking charges. Statewide Support Partners will not reimburse for valet parking and/or gratuity. Taxi receipts must have a logo, time and date.
- Lodging: Participants will be reimbursed for the maximum lodging allowance, excluding taxes, based on the [U.S. General Services Administration website](#). An itemized receipt is required showing a paid in full status (\$0.00 balance).
- Additionally, Statewide Support Partners does not reimburse for food, tips, Early Bird Check-in, valet parking, or room-service fees.

PSPs may claim service hours while providing direct support to campus or district staff at a professional learning activity with prior approval from the district.

## PSP Deliverables

Deliverables are defined as required documents and reports with specific timelines, including, but not limited to:

- PSP Progress Report and End-of-Year PSP Progress Reports;
- Reflective Prioritization Activity;
- End-of-Year survey(s).

## PSP Progress Report

All contracted PSPs are required to complete and submit the End-of-Year PSP Progress Reports to their TTIPS Specialist at the Texas Education Agency.

Progress Reports should reflect specific actions to support the campus that was conducted by the PSP while on and off the campus. These actions include:

- a detailed description of the services the PSP provided;
- the qualitative and quantitative data used by the PSP to determine necessary actions and progress;
- a description of PSP actions to support the fidelity of implementation of the targeted improvement plan and/or the campus turnaround plan.

## Required Campus Reporting Documents

- PSPs are to review and validate all campus reporting documents required by TEA.
- PSP's should consult with their TEA Specialist, principal, and DCSI to determine the submission dates for each campus' required documents.

## PSP REMOVAL

Statewide Support Partners and TEA may remove a PSP at any time during the year.

A PSP will be removed:

- for failing to comply with the Texas Code of Ethics and the PSP Policy and Guidance Handbook;
- for failing to comply with attendance at required events without prior approval from Education Service Center-Region 13 and TEA;
- at the request of the district DCSI with written justification to the Education Service Center-Region 13 and approval from the Education Service Center-Region 13 Deputy Director and TEA.

## ADDITIONAL RESOURCES



## **General PSP Resources and Forms**

[Participant Travel Reimbursement Form](#)

[W-9](#)

[TTIPS TEA Web Site](#)

**TEA      Accountability      Manuals,      Guides,      and      Reports**  
[Division of School Improvement](#)

## Education Service Center-Region 13 Team Contact Information

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The PSP Guidance Handbook is a living document and will be updated as needed.