

<b>For TEA Use Only</b> Adjustments and/or annotations made on this have been confirmed with _____ by telephone/FAX on _____ by _____ of TEA.	<b>TEXAS EDUCATION AGENCY          Standard Application System (SAS)</b>  <b>School Year 2008-2009 through          2009-2010</b>	<u>Beall Elementary</u> Campus Name  <u>071902</u> County District No.  _____ Amendment No
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**Texas Educator Excellence Grant, Cycle 3  
 Schedule #4—Program Requirements**

**Part 1: Grant Program Information**

**Summary of Program**

**Purpose and Goals**

The purpose of the TEEG, Cycle 3 is to achieve higher levels of student academic performance. The goals of the program are to create a financial incentive system for educators and increase student academic achievement.

**Allowable Activities**

**Part I Funds (Teacher Incentives)**

Funds under Part I (no less than 75 percent of the total grant allocation) may be spent as follows:

**Teacher Incentives**

1. Incentives awarded under this part may be used only for classroom teachers.
2. To the extent practicable, incentives should not be less than \$3,000 or greater than \$10,000 per teacher, unless otherwise justified.
3. **Incentives must only be awarded to teachers that meet Part I criteria one and two.**
4. Incentives may be awarded to teachers that, in addition to meeting program criteria one and two, also meet program criteria three and/or four.
5. Incentives under this part must be distributed to teachers no later than October 15, 2009, however based on the data sources/measures used an extension can be requested and approved on a case by case basis.

**Part II Funds (Additional Incentives)**

Funds under Part II (no more than 25 percent of the total grant allocation) may be used to grant incentives not funded through local, state, or federal funds. Part II funds can be used for:

**Additional Campus Faculty and Staff**

1. Incentive payments to campus faculty and staff other than classroom teachers (i.e., principals, assistant principals, teachers not eligible for incentives under classroom teacher definitions including counselors, speech therapists, instructional coaches, teacher's aides, nurses, librarians, members of the custodial staff), and other campus employees who have contributed to improved student achievement. *Note: Additional incentives may not be spent on employees whose primary responsibility is athletic activity supervision or superintendents.*

**Classroom Teachers**

1. Incentive payments to classroom teachers using the criteria and performance levels established under Part I.

**Other Campuses**

1. Eligible campuses may choose to extend funding to feeder campuses not assigned accountability ratings (i.e. a K-2 campus).

**Professional Development**

1. Professional development for classroom teachers that did not qualify for an award under Part I of the campus incentive plan.
2. Reimbursement of funds for professional development activities that improve classroom instruction and student achievement.

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**Texas Educator Excellence Grant, Cycle 3  
Schedule #4—Program Requirements**

**Part 1: Grant Program Information (continued)**

**Summary of Program**

**Allowable Activities**

**Signing Bonuses**

1. Signing bonuses for classroom teachers new to the campus assigned to teach in subject areas designated by the Commissioner and/or the local school district as high-need.

**Mentoring Programs**

1. Teacher mentoring programs approved by the Commissioner (Appendix E: Approved Beginning Teacher Induction and Mentoring Program Providers).
2. Mentor teachers on the same campus, and if possible, teaching in the same subject matter, who:
  - have three or more years of teaching experience;
  - have demonstrated a proven record of engaging students and improving student performance; and
  - are trained in mentor programs approved by the Commissioner and the local school district.

**New Teacher Induction Programs**

1. Activities that support new teacher induction programs.

**Common Planning Time and Curriculum Development**

1. Activities that support common planning time and curriculum development.

**Teacher Stipends**

1. Stipends to teachers that:
  - participate in after-school or Saturday programs;
  - are certified in the main subject area in which they teach; and/or
  - hold certain postgraduate degrees (excluding education administration, mid-management, and superintendency certifications).

**Other Programs**

1. Other programs that contribute directly to improved student achievement.
2. Other programs designed to recruit and retain highly effective teachers.

**Other Activities**

1. Other activities that create and/or further the goals of incentive systems designed to improve student achievement including extending incentive program.

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B–Program Description: Part I Campus Incentive Plan**

<p><b>Criterion 1:</b> Teacher has a record of improving student performance using objective, quantifiable measures. <b>Required.</b> (Minimum of 75 percent of total grant allocation).</p>	<p><b>Acceptable Data Sources/Measures:</b> TAKS, ITBS/Logramos, Aprenda, Advanced Placement assessments, Student Portfolios, Local Benchmark Assessments, summative assessments, End-of-Year Assessments, Value Added Assessments, Others possible</p> <p><b>Unacceptable Data Sources/Measures:</b> SDAA, SDAAII, TPRI, PDAS ratings, Teacher Attendance, Campus Ratings (i.e., AYP ratings, AEIS ratings, etc.), Student Attendance, Others possible</p>
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This page may be duplicated as many times as needed to provide all information required for Criterion 1.

Teacher Type(s)	Data Source(s)/ Measure(s)	Performance Level(s) <i>Be Sure to: Review each measure against Appendix D, and include: frequency (bi-weekly, monthly, etc.) and duration (i.e., each semester, annually, etc.)</i>	Incentive Amount	Includes Fringe Benefits
Grade: Pre-K (1)	Language and Literacy Development	70% or more of students showed Level 2 mastery on the District continuum at the end of school year 2008-2009 based on grade level.	\$1,000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Subject/Function: All				
Grade: K (4) 1 <sup>st</sup> (5), 2 <sup>nd</sup> (5)	TPRI /Tejas Lee	70% or more of tested students achieve 60% by the end of the school year 2008-2009 based on grade level.	\$1,000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Subject/Function: All Subjects				
Grade: 3 <sup>rd</sup> (5), 4 <sup>th</sup> (5), 5 <sup>th</sup> (4)	TAKS	Student pass rates in reading and math exceed the grade level average at the end of the school year 2008-2009 based on grade level (3 <sup>rd</sup> ).	\$1,000	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	TAKS	Student pass rates in reading, writing and math exceed the grade level average at the end of the school year 2008-2009 based on grade level (4 <sup>th</sup> ).		
	TAKS	Student pass rates in reading, science and math exceed the grade level average at the end of the school year 2008-2009 based on grade level (5 <sup>th</sup> ).		
	TAKS	Student pass rates in reading and writing exceed the grade level average at the end of the school year 2008-2009 based on grade level (Gifted and Talented).		

Special Education (3)	TAKS A, TAKS Alt, TAKS M	Student pass rates in reading and math exceed the current campus average at the end of the school year 2008-2009 <b>based on campus TAKS scores (Special Education)</b> .		
Subject/Function: Regular and Special Education				
Grade: All Grades (2)	Fitness Gram Tests	65% of students improve fitness test performance on mile run during 3 of 6 timed tests at the end of the school year 2008-2009.	\$1,000	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Subject/Function: Physical Education				
Grade: All Grades (1)	TAKS	Student pass rates in science exceed the current campus average at the end of the school year 2008-2009 <b>based on campus average science TAKS scores</b> .	\$1,000	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
Subject/Function: Science				

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B—Program Description: Part I Campus Incentive Plan**

<p><b>Criterion 2:</b> Teacher has a record of collaboration with faculty and staff that contributes to improving overall campus student achievement. <b>Required.</b> (Minimum of 75 percent of total grant allocation).</p>	<p><b>Acceptable Measures:</b> Participation in campus-based professional development or instructional/curricular planning; team teaching and classroom observation activities; teacher attendance (at academic activities), teacher mentoring, induction, or coaching; collaboration with other teachers on development of lessons; sharing student data with other campus teachers; Others possible</p> <p><b>Unacceptable Measures:</b> PDAS ratings; Student tutoring; PTA Meetings; student performance measures; teacher daily attendance (to school); student attendance; individual planning time; participation in extracurricular activities not related to improved academic performance; Other possible</p>
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This page may be duplicated as many times as needed to provide all information required for Criterion 2.

Teacher Type(s)	Data Source(s)/ Measure(s)	Performance Level(s) <i>Be Sure to: Review each measure against Appendix D, and include: frequency (bi-weekly, monthly, etc.) and duration (i.e., each semester, annually, etc.)</i>	Incentive Amount	Includes Fringe Benefits
<input checked="" type="checkbox"/> All 36 Teachers identified under Criterion 1	Sign in Sheets	Teacher participation in campus-based professional development or instructional / curricular planning was equal to or greater than 80% at the end of the school year 2008-2009.	\$562	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> All Teachers identified under Criterion 1				<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Select teacher under Criterion 1				<input type="checkbox"/> Yes <input type="checkbox"/> No
Grad e: _____	Subject/Function: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Select teacher under Criterion 1				<input type="checkbox"/> Yes <input type="checkbox"/> No
Grad e: _____	Subject/Function: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B–Program Description: Part II Campus Incentive Plan**

<p><b>Part II Additional Incentives to Campus Faculty and Staff</b> <i>(Maximum 25 percent of total grant allocation).</i></p>	<p><b>Potential Staff Positions:</b> Classroom Teachers not included in Part I, Counselors, Principals, Assistant Principals, Speech Therapists, Instructional Coaches, Teacher Aides, Nurses, Librarians, Custodial Staff, Cafeteria Workers, and other campus personnel who contributed to increased student achievement, funding may <b>not</b> be used for athletics.</p>
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**Acceptable Measures:** Participation in campus-based professional development or instructional/curricular planning; team teaching and classroom observation activities; attendance (at academic activities, excluding faculty meetings); mentoring, induction, or coaching; collaboration with other campus staff; participation in student tutoring or after-school programs focused on student learning; participation in parent involvement programs; district leadership of planning activities involving curriculum or instructional programs; others measures that demonstrate improved student achievement; job-performance related evaluation ratings for non-teaching and non-administrative staff which exceed Satisfactory; others possible

- Unacceptable Measures:**
- Job-performance related evaluation ratings and daily attendance to school for teachers and administrative staff;
  - attendance at PTA and faculty meetings;
  - campus-wide ratings (for staff other than campus administration);
  - individual planning time;
  - participation in extracurricular activities not related to improved academic performance;
  - student attendance (for staff other than campus administration); and
  - others possible.

This page may be duplicated as many times as needed to provide all information required for Part II Incentives.

Number of Positions	Actual Staff Position(s) (do not include individual names, list position type/title – do not group by paraprofessional or office staff)	Performance Level(s)	Maximum Incentive Amount	Includes Fringe Benefits
1	Principal	Student passing rates in math, reading, science and writing exceed the current campus average at the end of school year 2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Assistant Principal	Student passing rates in math, reading, science and writing exceed the current campus average at the end of school year 2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Counselor	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Literacy Coach (1)	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Math Coach (1)	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B—Program Description: Part II Campus Incentive Plan**

Number of Positions	Actual Staff Position(s) (do not include individual names, list position type/title – do not group by paraprofessional or office staff)	Performance Level(s)	Maximum Incentive Amount	Includes Fringe Benefits
1	Diagnostician	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Librarian	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Nurse	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Special Education Coach	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	Speech Therapist	Employee will attend professional development, consultation, collaboration and teaming 90% or greater for the school year 2008-2009	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7	Paraprofessionals	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Principal's Secretary, Campus Liaison, Computer	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4	Head and Custodians	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2	Cafeteria Manager and Cook	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3	Food Service Specialists	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2 (.5)	Playground Monitor	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$80	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B–Program Description: Part II Campus Incentive Plan**

Number of Positions	Actual Staff Position(s) (do not include individual names, list position type/title – do not group by paraprofessional or office staff)	Performance Level(s)	Maximum Incentive Amount	Includes Fringe Benefits
1	Campus Patrol	Employee record of attendance was equal or greater than 90% and job performance related evaluation ratings exceed Satisfactory	\$488	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1	PT Orchestra	Employee will attend professional development, consultation, collaboration and teaming 10% or greater for the school year 2008-2009	\$200	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #5– Program Budget Summary**

**Program Authority:** House Bill 1, General Appropriations Act, Article III of the 80<sup>th</sup> Legislature, 2007, Rider 72

**Fund Code**  
429

**Project Period: October 1, 2008, through February 28, 2010**

Class/Object Code and Description			Program Costs		Admin Costs (*Max 5% deducted from Part II Funds)	Total Budget
			Part I (Min 75%)	Part II (Max 25%)		
Payroll Costs	5B	6100	56,250	15,000	3,600	74,850
Professional and Contracted Services	5C	6200				NA
Supplies and Materials	5D	6300			150	150
Other Operating Costs	5E	6400				NA
Debt Service	5F	6500				
Capital Outlay (Exclusive of 6619 and 6629)	5G	6600/ 15XX*				NA
Building Purchase, Construction, or Improvements	5H	6629				
	<b>Total Direct Costs:</b>					
	% Indirect Costs					
<b>Total Budgeted Costs:</b>			56,250	15,000	3,750	75,000

**Administrative Cost Calculation (\*Must be deducted from Part II Funds)**

Enter total amount from Schedule #5 Budget Summary, Last Column, Total Budgeted Costs	75,000
Multiply by 0.05 (5% maximum limit) or a lesser amount	X .05
Enter Amount Allowable for Administrative Costs	3,750

**Part 1 Calculation (Min 75%):** The amount above under Part 1 cannot be less than the amount listed here.

Enter total amount from Schedule #5 Budget Summary, Last Column, Total Budgeted Costs x .75 =	56,250
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**Part 2 Calculation (25%) or (up to 20%) if maximum administrative costs are taken:**

Enter total amount from Schedule #5 Budget Summary, Last Column, Total Budgeted Costs x .25 or .20 =	18,750
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\*15XX is used only by non-profit open enrollment charter schools.

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #5B—Payroll Costs (6100)**

**Budgeted Costs**

Employee Position Titles	#Full-Time Effort	#Part-Time Effort	Program Costs		Admin Costs (*Part II Only)	Total Budget
			Part I (Min 75%)	Part II (*Max 25%)		
<b>Part I Incentive Payments</b>						
1 Classroom Teachers	36		56,250			56,250
<b>Part II Additional Incentives</b>						
2 Principal	1			488		488
3 Assistant Principal	1			488		488
4 Counselor	1			488		488
5 Literacy Coach	1			488		488
6 Math Coach	1			488		488
7 Diagnostician	1			488		488
8 Librarian	1			488		488
9 Nurse	1			488		488
10 Special Ed Coach	1			488		488
11 Speech Therapist	1			488		488
12 Paraprofessionals	7			3,416		3,416
13 Secretary / Clerks	3			1,464		1,464
14 Head Custodian/Assistant/Custodians	4			1,952		1,952
15 Cafeteria Staff	5			2,440		2,440
16 Playground Monitor		2		160		160
17 Campus Patrol	1			488		488
18 Orchestra		1		200		200
<b>Other Employee Positions</b>						
19 Program Assistant					3,100	3,100
20 Title:						
21						
22	<b>Subtotal Employee Costs</b>		56,250	15,000	3,100	74,350
<b>Substitute, Extra-Duty, Benefits**</b>						
23	6112	Substitute Pay				
24	6119	Professional Staff Extra-Duty Pay				
25	6121	Support Staff Extra-Duty Pay				
26	6140	Employee Benefits**			500	500
27	6400	In City Travel			100	50
28	6399	Supplies			50	100
29	<b>Subtotal Substitute, Extra-Duty, Benefits Costs</b>		-0-	-0-	650	650
	<b>Grand Total Payroll Budget (line 22 + line 29)</b>		56,250	15,000	3,750	75,000

\*Administrative costs can only be deducted from Part II funds.

\*\*Indicate the benefit amounts to be charged to the grant.

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**Texas Educator Excellence Grant, Cycle 3**

**Program Budget**

**Schedule #5D - Supplies and Materials (6300)**

**Budgeted Costs**

Class/Object Code and Description	Program Costs		Admin Costs (*Part II Only)	Total Budget	
	Part I (Min 75%)	Part II (*Max 25%)			
<b>6300</b>	<b>Supplies and Materials</b>				
6310	Maintenance and/or Operations Supplies and Materials				
6320	Textbooks and Other Reading Materials (6321/6329)				
6339	Testing Materials				
6340	District Food Service (6341/Food, 6342/Non-Food, 6349/Supplies)				
6400	In City Travel		100	100	
6399	General Supplies and Materials		50	50	
<b>Subtotal</b>					
<b>Program Supplies and Materials:</b>					
<b>6399</b>	<b>Hardware and Equipment Not Capitalized</b>				
<b>Computer Hardware Not Capitalized</b>					
#	Type	Purpose	Quantity		
1					
2					
3					
4					
5					
6					
7					
8					
<b>Other Equipment Not Capitalized</b>					
#	Type	Purpose	Quantity		
1					
2					
3					
4					
5					
<b>Subtotal</b>					
<b>Hardware and Equipment Not Capitalized:</b>					
<b>Grand Total</b>					
<b>Supplies and Materials Budget:</b>			<b>150</b>	<b>150</b>	

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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B-Program Description: Additional Program Requirements**

**Part I: Contingency Plan for Redistribution of Unallocated Funds** Responses are limited to the space provided, front side only, with a font size no smaller than 9 point (Arial or Verdana).

**Part I Contingency Plan Funds** (These funds cannot be used for professional development.)

1.  Part I funds not awarded will be redistributed equally among all Part I teachers that met the required plan criteria (at a minimum met criteria #1 and #2) until all remaining funds are distributed.
2.  Part I funds not awarded will be redistributed using the below procedure among the following Part I teachers that met the required plan criteria (at a minimum met criteria #1 and #2), until all remaining funds are distributed.

**List/define eligible Part I teachers (do not use individual names):**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Distribution Procedure (Specify amount, teacher and specify criteria):**

**Explain the criteria necessary to qualify for redistributed funds (include any language that excludes teachers from receipt of redistributed funds, i.e., teacher retires, transfers to another campus during the grant year, and/or does not return to the campus the year following the grant award and include any language that "caps" or limits the amount to be redistributed):**

**Contingency Plan for teachers:**

- Budgeted funds that are not distributed in Part I will be redistributed equally among the teachers that **met both criteria 1 and criteria 2**. The maximum cap, in the event of a re-distribution, is twice the amount of the maximum award established per teacher.
- Teachers who are filling vacancies of previous allotted positions qualify to receive an incentive if they meet criteria 1 and 2 as identified in the grant application; however, they will receive a pro-rated incentive based on the number of days they were on duty at the campus. They must remain on site until the last day of school year 2009.
- All teachers who complete the entire school year but transfer, retire or leave the campus at the end of the term, will be eligible to receive the incentive.

**The following criteria will disqualify teachers from receiving an incentive:**

- Teacher will not qualify if they are added as additional staff since they were not included in the original proposal.
- Teachers who leave their teaching assignment for any reason (i.e. resign, transfer (voluntary or involuntary, etc.) prior to the end of the 2008-2009 school term, irregardless of how many prior years they were at the campus.
- Teachers with any disciplinary actions and who are removed from the campus for 30 or more calendar days have not contributed 100% to criteria I and II for the entire school year of 2008-2009 and will be disqualified.

<p><b>For TEA Use Only</b> Adjustments and/or annotations made on this have been confirmed with _____ by telephone/FAX on _____ of TEA.</p>	<p><b>TEXAS EDUCATION AGENCY Standard Application System (SAS)</b></p> <p><b>School Year 2008-2009 through 2009-2010</b></p>	<p><u>Beall Elementary</u> Campus Name</p> <p><u>071902</u> County District No.</p> <p>_____ Amendment No</p>
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**Texas Educator Excellence Grant, Cycle 3**

**Schedule #4B-Program Description: Additional Program Requirements**

**Part II: Contingency Plan for Redistribution of Unallocated Funds** Responses are limited to the space provided, front side only, with a font size no smaller than 9 point (Arial or Verdana).

**Part II Contingency Plan Funds** (These funds cannot be used for incentives to staff that did not qualify for awards under either Part I and/or Part II criteria.)

1.  Part II funds not awarded will be redistributed equally among all Part II staff that met the required plan criteria until all remaining funds are distributed.
2.  Part II funds not awarded will be redistributed using the below procedure among the following Part I and/or Part II staff that met the required plan criteria, until all remaining funds are distributed. Also be sure to indicate if any funds will be used for other allowable Part II activities (i.e., professional development).

**List/define eligible campus staff or the allowable Part I and/or Part II Activity (do not list individual names).**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Distribution Procedure (Specify amount, staff person and specify criteria):**

**Explain the criteria necessary to qualify for redistributed funds (include any language that excludes campus staff from receipt of redistributed funds, i.e., campus staff person retires, transfers to another campus during the grant year, and/or does not return to the campus the year following the grant award and include any language that "caps" or limits the amount to be redistributed):**

**Contingency Plan for administration and support staff:**

- Budgeted funds that are not distributed in Part II will be redistributed equally among the qualifying employees that met their specific criteria as identified in the incentive plan. The maximum cap, in the event of a redistribution, is twice the amount of the maximum award established per person.
- Staff who are filling vacancies of previous allotted positions qualify to receive an incentive if they meet the criteria as specified in Part II; however, they will receive a pro-rated incentive based on the number of days they were on duty. They must remain on site until the last day of school year 2009.
- All staff who complete the entire school year but transfer, retire or leave the campus at the end of the term, will be eligible to receive the incentive.

**The following criteria will disqualify administration and staff from receiving an incentive:**

- Staff will not qualify if they are added as additional personnel since they were not included in the original proposal.
- Staff who leave their position for any reason (i.e. resign, transfer (voluntary or involuntary), etc.) at the campus prior to the end of the entire 2008-2009 school term, irregardless of the amount of prior years they are at a campus.

**Clarification**

- Exemption to the attendance is due to major medical reasons (i.e. cancer, workman's comp injury, pregnancy)
- Satisfactory evaluation means all indicators were met. If any performance indicator falls below expectations, this disqualifies staff under Part II.