

2018-2020 Transformation Zone Planning Continuation and Implementation Grant: Monitoring Plan

Congratulations on being awarded a Transformation Zone Planning Continuation and/or Implementation Grant. Please complete this monitoring plan as a part of your submission to the Texas Education Agency (TEA). The complete grant application can be found on the [grant opportunities webpage](#) by selecting “2018-2020 Transformation Zone Planning Continuation and Implementation Grant” from the application dropdown list.

ADDITIONAL INFORMATION

While you have already been informed of an initial funding amount, we expect that there may be some continued negotiation as we review responses to question 2b “Milestones and Timelines”. This will not further delay access to funding but will ensure that we are able to collaboratively monitor progress against self-defined goals.

Contact mike.herschenfeld@tea.texas.gov or dssi@tea.texas.gov if you have any questions.

Application for:

Planning Continuation	<input type="checkbox"/>	Implementation Funds	<input checked="" type="checkbox"/>
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1. Contact Information:

District	El Paso Independent School District
Mailing Address	6531 Boeing Dr
Superintendent Name	Juan E Cabrera
Superintendent Email	Superintendent@episd.org
Superintendent Phone	915-230-2577
Project Leader Primary Contact Name	Adrian Bustillos
Project Leader Primary Contact Email	abustill@episd.org
Person Completing Application	Daniel F Vasquez

2. Management Plan: To be completed by ALL applicants

2a) Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with qualifications, experience, and any requested certifications.

#	Title	Qualifications, Experience, Certifications
1	Executive Director of Transformation D13	Master's Degree, Texas Principal Certificate. Ability to identify root causes, employ collaborative decision-making, foster team building and support. Strong organizational, interpersonal, coaching skills. Three years school administration or instructional leadership.
2	Transformation Zone Facilitator (2) D8	Master's Degree. Valid Teacher Certificate. Knowledge in design, development, and implementation of transformational strategies, school administration, and campus support operations. Strong organizational, communication and interpersonal skills. Three years teaching
3	Portfolio Planning Coordinator D8	Bachelor's Degree. Experience in data analysis and creating unified data systems. Strong project management skills with the ability to manage multiple projects and initiatives concurrently. Strategic and analytical skills with the ability to resolve a wide variety of complex issues or problems.
4	Talent Development Director D10	Master's Degree and valid Teacher Certificate or Bachelor's degree in Human Resources, Business Administration, or related field and willingness to obtain a principal's certificate within one year. Management experience in K-12 public education, higher education, or a large, multi-unit public sector organization. Ability to build relationships with employees at all levels of the organization including senior leadership. Excellent written and verbal communication skills including negotiation, influencing, conflict resolution and presentations skills.
5	Secretary 307	High School Diploma or GED. Passing scores on District's clerical test; Knowledge of school district organization, operation, and administrative policies and bulletin; Excellent organization, communication, public relations, and interpersonal skill; Ability to record and transcribe minutes of meetings; Ability to use personal computer and software; Four years of related experience.

2b) Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Identify a minimum of 5 major objectives to be met throughout implementation AND a minimum of 3 milestones to assess progress against each objective. For each milestone include the name of the person responsible in bold font. Feel free to add additional lines.

#	Objective	Milestone and Person Responsible	Begin Date	End Date
1	Student Outcome Goals	1) Increased graduation rates by completion of year 4 – Executive Director of Transformation	9/19/2018	7/13/2022
		2) Increased participation and performance of special populations, including English Language Learners, economically disadvantaged, special education, at-risk, and high mobility – Executive Director of Transformation	9/19/2018	7/13/2020
		3) Increased student engagement – Executive Director of Transformation	9/14/2018	6/1/2020
2	Talent Pipeline	1) Create management process and pay structure for Call for Great Teachers and Leaders – Talent Development Director	10/1/2018	12/21/2018
		2) Develop curriculum and training for Leadership Design Institutes and Teacher Development Institute – Talent Development Director	11/12/2018	3/4/2019
		3) Begin first recruitment and community engagement for first cohort of teachers and leaders – Talent Development Director	12/3/2018	2/28/2019
3	Office Structure	1) Assess internal capacity of current personnel and structure to carryout transformation work - Executive Director of Transformation	7/14/2018	10/1/2018
		2) Align structure and office positions – Executive Director of Transformation	9/19/2018	11/1/2018
		3) Interview/Hire for positions – Executive Director of Transformation	9/19/2018	11/1/2018
4	Systems, Processes, and Autonomy	1) Create portfolio review plan with an annual cycle of: 1) school analysis, 2) resource assessment, 3) updated school action options, 4) cost and resource estimates for selected options, 5) community engagement plan, 6) implementation plan – Executive Director of Transformation	9/19/2018	2/14/2019
		2) Create a school choice tool and unified enrollment system – Executive Director of Transformation	1/12/2018	8/15/2019
		3) Define school autonomy provisions, develop accountability measures, school budget supports and realign central office structure to support different types of schools – Executive Director of Transformation	11/2/2018	8/15/2019
5	School Actions	1) Identify project lead for the work of creating new schools and replicating or expanding well-	7/19/2018	7/13/2020

	performing programs – Executive Director of Transformation		
	2) Create policies for the Call for Great Schools: application review and performance contracts – Executive Director of Transformation	12/1/2018	6/30/2019
	3) Develop plan for building district capacity with appropriate structure and personnel around Call for Great Schools – Executive Director of Transformation	7/14/2018	7/13/2020

3c) In the space below, please explain how the district will meet the following grant requirement: “The applicant will create processes and procedures for comparing like data within the TZ and across all district schools.”

EPISD will develop four (4) core processes that will guide the operational function of the Office of Transformation:

- The implementation of a School Performance Framework
- An annual Call for Great Schools and Leaders
- Establishment of site-based decision-making processes
- Determination of campus autonomies

Released annually, the SPF will be a management resource to help schools better understand their strengths and areas requiring improvement. EPISD will use the SPF to support schools if their performance declines and guide decisions about schools that have not shown improvement over time and after dedicated support. The SPF will also provide information for families and the community, ensuring they can easily see how their school is serving students compared to district and State standards. After establishing the SPF, EPISD will create a School Performance Agreement (SPA) that will define an easily understandable process for how EPISD will identify the most persistently low-performing schools in greatest need of targeted support and action. Under the SPA, schools that receive the lowest performance ratings over a determined period will be designated for transformation action.

This annual evaluation will be data driven and will focus on persistently low performing schools that display a lack of student growth and demonstrate a lack of significant improvements in student academic performance. The annual process will include five (5) phases for determination of appropriate action. First, based on data driven indicators outlined in the SPA, schools will be designated as transformation campuses. Second, a determination of the appropriate action will be identified through a Call for Great Schools and Leaders. This determination will include data analysis, community input and district lead evaluation of proposals for school improvement action. Third, a selection of appropriate school leadership, staffing, budgetary authority and determination of school goals will be established. School goals will align with community need and EPISD Board Goals for Student success. Fourth, planning supports will be implemented for newly designed or established schools and appropriate instructional support or interventions for existing schools requiring additional targeted support. Lastly, the implementation or launch of new schools will take place with guided support from the OOT and on-going support for existing campuses that only required specific instructional support or changes in campus management.

3. Planning Continuation: To be completed only by districts seeking continued use of original planning funds

Budget: Please add additional school tables if necessary to ensure that each school has a separate budget.

District/Zone Level Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$500,000
Payroll Costs (6100)		
Executive Director of Transformation	Oversees Office of Transformation (OOT)	222,499
Secretary	Handles in-house support and processing	67,794
Substitutes	To allow campus staff to attend professional development	24,000
Fringe		54,137
Professional and Contracted Services (6200)		
Supplies and Materials (6300)		
Marketing and Recruiting	To promote redesigned schools and recruit students to high quality seats	38,049
Office Supplies	General supplies: paper, ink, printing costs	5,000
Technology	Laptops, printers, peripherals	5,520
Other Operating Costs (6400)		
OOT Travel	Staff professional development	85,000.00
	Total	\$500,000

Talent Pipeline Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$500,000
Payroll Costs (6100)		
Professional and Contracted Services (6200)		
Transformational Leadership Support	To provide district capacity to implement leadership pipeline	500,000
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Bowie HS Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator (2)	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
SLC Fellow - Director (Bowie)	Manages Small Learning Community	129,891
SLC Fellow - Directors Stipends (Bowie)	Incentives to increase campus talent	46,500
Stipends Teachers, Principal (Bowie)	Distributed only to quality teachers in the Transformation Zone	62,633
Fringe		63,151
Professional and Contracted Services (6200)		

LDI and OOT Implementation Support	To redesign for school actions	128,305
Other Operating Costs (6400)		
	Total	\$500,000

CCTA HS Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
SLC Fellow - Director (CCTA)	Manages Small Learning Community / new school	86,594
SLC Fellow - Directors Stipends (CCTA)	Incentives to increase campus talent	5,500
Stipends Teachers, Principal, Counselor, Librarian (CCTA)	Distributed only to quality teachers in the Transformation Zone	164,000
Fringe		46,395
Professional and Contracted Services (6200)		
LDI and OOT Implementation Support	To redesign for school actions	127,991
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Bassett MS Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
SLC Fellow (Bassett)	Manages Small Learning Community / new school	259,782
SLC Fellow Stipend (Bassett)	Incentives to increase campus talent	16,500
Fringe		60,280
Professional and Contracted Services (6200)		
LDI and OOT Implementation Support	To redesign for school actions	91,918
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Milam ES Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and	32,622

	Instruction	
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
ACE Stipends Teachers, Principal, Asst Principal, Counselor, Library (Milam)	Distributed only to quality teachers in the Transformation Zone	255,255
Fringe		45,838
Professional and Contracted Services (6200)		
Transformational Instruction Support	To redesign instruction and increase capacity for teachers at Talent Transformation schools	129,387
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Hughey ES Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
ACE Stipends Teachers, Principal, Asst Principal, Counselor (Hughey)	Distributed only to quality teachers in the Transformation Zone	256,800
Fringe		45,382
Professional and Contracted Services (6200)		
Transformational Instruction Support	To redesign instruction and increase capacity for teachers at Talent Transformation schools	128,298
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Richardson MS Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
Fringe		13,558
Professional and Contracted Services (6200)		
Transformational Instruction Support	To redesign instruction and increase capacity for teachers at Talent Transformation schools	281,055
LDI and OOT Implementation Support	To redesign for school actions	135,867

Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Address HS Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
Fringe		13,558
Professional and Contracted Services (6200)		
Transformational Instruction Support	To redesign instruction and increase capacity for teachers at Talent Transformation schools	281,055
LDI and OOT Implementation Support	To redesign for school actions	135,867
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

Chapin HS Expenses	Expense Item Description (Service and Purpose)	Project Budget Max = \$1,000,000
Payroll Costs (6100)		
Transformation Zone Facilitator	Provides support in Talent and Instruction	32,622
Portfolio Planning Coordinator	Develops and maintains SPF	16,311
Talent Development Director	Oversees Talent Pipeline	20,586
Fringe		13,588
Professional and Contracted Services (6200)		
Transformational Instruction Support	To redesign instruction and increase capacity for teachers at Talent Transformation schools	281,055
LDI and OOT Implementation Support	To redesign for school actions	135,867
Supplies and Materials (6300)		
Other Operating Costs (6400)		
	Total	\$500,000

4a) In the space below, please explain why planning activities were unable to be completed in the original grant window.

n/a

4b) In the space below, please explain how additional planning time will be used to set the district up for a successful request for implementation funds.

n/a

4. Checklist of required attachments

The following attachments must be included by email when submitting this application

- | | |
|--|--|
| <input checked="checked" type="checkbox"/> | Updated Budget - Below |
| <input type="checkbox"/> | Updated Transformation Zone Performance Plan (with highlighted changes) – This is what you submitted at the close of your planning grant |
| <input type="checkbox"/> | Updated School Actions Spreadsheet – Please do not copy and paste and be sure that all actions are accurately represented |
| | |



Superintendent

8/30/2018

Date