

**Teacher Incentive Fund**

**Technical Assistance:  
Program Requirements**

2009



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**Agenda**

- Eligibility of Staff Members
- Observations/Evaluations
- Mandatory Retention
- Time & Effort Reporting
- Site-based Monitoring



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**Eligibility of Staff Members**

**Teachers & Principals**

- TIF legislation says that funds are intended, "...to develop and implement performance-based **teacher and principal** compensation systems in high-need schools."

**Instructional Paraprofessionals, Teaching Assistants, Assistant Principals**

- TIF FAQs state that these staff are eligible ([www.ed.gov/programs/teacherincentive/faq.html](http://www.ed.gov/programs/teacherincentive/faq.html))
  - "Teachers" who may receive incentives include staff if they provide direct instruction to students in the classroom
  - Assistant Principals may receive incentives if they have responsibilities for overseeing and providing leadership for the school



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## Eligibility of Staff Members (cont.)

Other School Staff beyond those listed on previous slide are NOT Eligible

Things to keep in Mind:

- Grants may select to include additional school staff in program design, but may NOT use TIF funds; may use local, state, private funding sources, etc.
- Federal regulations provide that funds provided as a match must be used for costs that would be allowable if paid with Federal grant funds. Therefore, matching contributions may NOT be used to pay incentives to school staff who are not, by law, eligible for TIF-paid incentives.



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## Observations/Evaluations

### Multiple Evaluations

TIF legislation states, "That such performance-based compensation systems must consider gains in academic achievement as well as classroom evaluations conducted **multiple times during each school year** among other factors..."

- Multiple Evaluations each school year (more than one)
- Walkthroughs
- Self-evaluations & Feedback
- Applies to principals and assistant principals (must be equivalent to teachers' classroom observations)

\* Maintain Records of Evaluations for each Participant



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## Observations/Evaluations (cont.)

- In order for a teacher to be deemed eligible to receive an incentive he or she must receive multiple evaluations/observations per school year. The grantee must be able to produce documentation of these evaluations if asked. ("Multiple" simply means more than 1; two is sufficient.)
- Example: If a district is only giving incentives to teachers who teach a tested subject, and there are no school-wide awards available, only those teachers who teach a tested subject are eligible for the award, right?...So only they would be required to have evaluations/observations conducted in their classrooms multiple times per year. However, if a district is providing any incentives school-wide, all teachers in the building must have multiple evaluations conducted in their classrooms because they are all eligible to receive an incentive award.
- The absolute priority does not require that incentive funds be tied to the evaluation results although they can be, if the district wants that.



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## Mandatory Retention

When the issue of mandatory retention was first presented to the Department, there were concerns about penalizing teachers/principals for leaving a district, simply because there is a delay in the availability of student achievement results.

### Mandatory Retention Issues to Consider:

1. Grantees must stick to the scope of the approved application. Thus, each grantee must look at the approved application to see if there is any language that demonstrates a teacher or principal must stay in the district in order to benefit from an incentive based on student achievement results.



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## Mandatory Retention (cont.)

2. How does a district that does not normally track teachers who have left the district, pay a teacher an incentive who is no longer in the payroll system?

- **Grantee's burden:** Communicate effectively to all teachers and principals affected by the performance-based system of pay that incentive awards are difficult to administer once a teacher or principal has left the district.
- **Teacher & Principal burden:** Provide a forwarding address or other contact information to the district so the district can provide the incentive compensation.

3. Follow the guidance in EDGAR that requires efficient documentation of all grant activities. This would include the strategy used to communicate this to teachers and principals.



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## Time & Effort Reporting

OMB requires grantees to keep adequate time & effort reports on all federally-funded project staff (and in our case teachers & principals who receive federally-funded incentives).

### Do the incentives/bonuses given in addition to a teacher or principal's salary require time & effort reporting?

1. If your incentives/bonuses are paid as supplemental income, that is paid out in lump sums throughout the year (as many times as your incentive structure allows), and it is not included as an increase to a teacher or principal's salary, in which the extra funds are added to the staff member's paycheck weekly, biweekly or monthly throughout the school year, you do NOT have to report time & effort.
2. If your incentives are given within a base salary that is paid throughout the school year as part of a teacher or principal's paycheck (received either biweekly or monthly) you MUST report time and effort.



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## Time & Effort Reporting (cont.)

ED does not have specific time & effort reports it could provide to avoid an audit finding that grantee reports are inadequate. Also, remember that an audit finding related to any OMB requirement trumps guidance given by the Department of Education. This only applies to OMB requirements and not any guidance based on TIF-specific laws/regulations.



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## Site-based Monitoring

Grantees that are involved in a partnership with other LEAs or charter schools or those SEA grantees that implement TIF in LEAs must abide by the following EDGAR provision:

- "Monitoring by grantees. Grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function or activity." EDGAR, §80.40(a)



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## Site-based Monitoring (cont.)

The term "grantee" refers to the fiscal agent of the award. YOU as the grantee/fiscal agent are responsible for monitoring all activities under the grant. Specifically, subgranting is not allowed under the TIF program. It is extremely important that you obtain documentation on expenditures and related activities on a routine basis to avoid audit findings that you lack the fiscal management to receive additional federal funds.



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## Site-based Monitoring (cont.)

### Fiscal Management Plan

Develop a fiscal management plan that gathers data and other information from your partners about all expenditures and encumbrances using TIF funds, so that if an auditor were to come and audit your grant project, you could produce an expenditure report with accompanying invoices without hesitation.



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## Next TA Opportunity

There will be 2 web seminar technical assistance meetings on the APR submission process. Please mark your calendar for the date identified for your cohort. Times TBD.

Cohort 1: July 7, 2009

Cohort 2: March 27, 2009



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## CECR Website

- Did you know that you can find all of the links provided today on the CECR website?

[cecr.ed.gov](http://cecr.ed.gov)

- Select TIF Grantees/Grant Management



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## Questions?

If you have any questions or comments about this presentation afterwards, please don't hesitate to email or call your ED program officer and/or your Westat monitor.

Thank you for participating.



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