

2010-2011 DATE Calendar

ACTIVITY	PERSON(S) RESPONSIBLE	DATES	DOCUMENTATION and Verification
Wrote 2010-2011 grant	Program Coordinator District Administrators	5/2010	Grant Application Cover letter
Negotiated grant	Program Coordinator Executive Director Grant Manager	6/2010	Approved NOGA and revised grant with notes
Write procedures for implementation and update forms	Program Coordinator Executive Director Coordinator of Testing Superintendent	11/28/2010	Forms and Information Sheets
Develop selection criteria for campus and district committees	Program Coordinator Executive Director Coordinator of Testing Superintendent	11/25/2010	Selection Criteria Process Sheet
Mail " <i>Committee Criteria</i> " to campuses/departments	Program Coordinator	12/9/10	Memos, emails, Call Alert
Update DATE " <i>Committee Criteria,</i> " process and forms online Send out copies to campuses and post of website.	Program Coordinator Webmaster	12/9/10	Committee Criteria Process Sheet and forms and Printed copies of website notices
Campuses select DATE Committee representatives	Principal Site-based Team	12/6-9/10	Committee Form received from campuses
Hold first orientation meeting over initial grant and process	District and campus committee members	01/13/11	Sign-in Sheets, Minutes, Agendas
Disseminate a district "frequently asked questions" document	Program Coordinator	2/7/2011	Frequently Asked Question Document Copy of Global email to staff
Meet with DPC's for program update	Program Coordinator and Executive Director	2/17/2011	Sign-in Sheets, Minutes, Agendas
Seek TEA's approval (if any changes)	Program Coordinator and Executive Director	2/28/2011	Notes from conference calls
Update DATE " <i>Eligibility Criteria,</i> " procedures and information online Send out copies to campuses.	Program Coordinator and Executive Director	3/1/2011	Printed copies of website notices
Hold campus/staff meetings for updates and informational meetings	Directors Principals Coordinators Committee Members	3/14-18/2011 3/21-25/2011 4/4-8/2011 4/11-15/2011 4/18-21/2011	Sign-in Sheets, Minutes, Agendas
Hold campus meetings to verify data	Directors Principals Coordinators Committee Members	5/9-13/2011 5/16-20/2011 5/23-27/2011	Sign-in Sheets, Minutes, Agendas
Attend leadership meetings to address progress and updates	Program Coordinator	4/13/2011 5/18/2011	Sign-in Sheets, Minutes, Agendas

ACTIVITY	PERSON(S) RESPONSIBLE	DATES	DOCUMENTATION and Verification
Data Analysis	Program Coordinator and Executive Director Business Office	7/11-14/2011 7/18-21/2011	
Data Verification	Program Coordinator and Executive Director Business Office	8/8-12/2011	Summary Sheet signed by committee members and principals Principal Verification of Computerized Sheets
Campuses receive award	Program Coordinator and Executive Director Business Office	10/15/2011	Principal final copy of printed Recipient List

Revised 01/07/2011