

2009-2010 DATE Calendar

ACTIVITY	PERSON(S) RESPONSIBLE	DATES	DOCUMENTATION and Verification
Wrote 2009-2010 grant	Program Coordinator District Administrators	9/2009	Grant Application Cover letter
Negotiated grant	Program Coordinator Executive Director Grant Manager	11/10/2009	Approved NOGA and revised grant with notes
Wrote procedures for implementation and updated forms	Program Coordinator Executive Director Coordinator of Testing Superintendent	11/14/2009	Forms and Information Sheets
Developed selection criteria for campus and district committees	Program Coordinator Executive Director Coordinator of Testing Superintendent	11/14/2009	Selection Criteria Process Sheet
Mail "Committee Criteria" to campuses/departments	Program Coordinator	12/11/09	Memos, emails, Call Alert
Update DATE "Committee Criteria," process and forms online Send out copies to campuses and post of website.	Program Coordinator Webmaster	12/11/09	Committee Criteria Process Sheet and forms and Printed copies of website notices
Campuses select DATE Committee representatives	Principal Site-based Team	12/11-14/09	Committee Form received from campuses
Hold first orientation meeting over initial grant and process	District and campus committee members	12/15/09	Sign-in Sheets, Minutes, Agendas
Hold meetings to write amendments	Directors Principals Coordinators Committee Members	Approval Meeting District/Campus Meeting 1/14/2010 District Site-Based Meeting 2/16/2010	Sign-in Sheets, Minutes, Agendas
Seek Superintendent's approval	Program Coordinator and Executive Director	1/14/2010	Signed off forms and Processes
Disseminate a district "frequently asked questions" document	Program Coordinator	2/11/2010	Frequently Asked Question Document Copy of Global email to staff
Meet with DPC's and seek approval	Program Coordinator and Executive Director	2/16/2010	Sign-in Sheets, Minutes, Agendas
Seek TEA's approval	Program Coordinator and Executive Director	2/26/2010	Notes from conference calls
Update DATE "Eligibility Criteria," procedures and information online Send out copies to campuses.	Program Coordinator and Executive Director	3/5/2010	Printed copies of website notices

Hold campus/staff meetings for updates and informational meetings	Directors Principals Coordinators Committee Members	3/15-18/2010 3/22-25/2010 4/5-8/2010 4/12-15/2010 4/19-22/2010	Sign-in Sheets, Minutes, Agendas
Hold campus meetings to verify data	Directors Principals Coordinators Committee Members	5/10-14/2010 5/17-21/2010 5/24-28/2010	Sign-in Sheets, Minutes, Agendas
Attend leadership meetings to address progress and updates	Program Coordinator	4/13/2010 5/18/2010	Sign-in Sheets, Minutes, Agendas
Deadline for final data submission by campuses	Program Coordinator Principals	6/30/2010	Copy of Global Emails to staff Flyer sent to campuses and staff Notice sent via Call Alert
Data Analysis	Program Coordinator and Executive Director Business Office	7/6-8/2010 7/12-15/2010	
Data Verification	Program Coordinator and Executive Director Business Office	8/9-13/2010	Summary Sheet signed by committee members and principals Principal Verification of Computerized Sheets
Campuses receive award	Program Coordinator and Executive Director Business Office	10/15/2010	Principal final copy of printed Recipient List

Revised 1/25/09