



# **PSP Contracts & Hours**

2016-2017

## **PSPs Contracting with IR Campuses**

### **PSP Contract:**

- PSPs will complete a contract, generally referred to as a Memorandum of Understanding (MOU), with the district. [Link to MOU]
- If a campus is Priority and IR the district must:
  - utilize the services of a PSP for 110 hours to be covered by TEA and TCDSS, as well as
  - a local contract between the district and PSP for any state-specific requirements.
    - The number of hours to include in the local contract are to be determined at the local level by the district

### **PSP Hours and Travel:**

- PSPs working on IR campuses (local contract) negotiate the following with the district:
  - number of hours
  - hourly rate
  - allowable travel expenses with the district
    - The state recommended hourly rate is \$75/hr.

## **PSPs Contracting with Priority Campuses**

### **PSP Contract:**

- PSPs working with Priority campuses, including Priority, Priority Progress and TTIPS, contract with the Texas Center for District and School Support (TCDSS).
- These contracts, referred to as a Letter of Agreement (LOA), are non-negotiable.
- If a campus is Priority and IR the PSP must still negotiate an MOU with the district as well (*see above*).

## **Completing the LOA**

LOAs are signed electronically by each signer in the following order:

- district representative,
- principal,
- PSP, and
- TCDSS representative.

Once an LOA is put in process by TCDSS:

- notification email will be sent to the district representative.
- The district rep. will click a link within the email that will open the Letter of Agreement in a browser window.
- The district rep. will follow the steps to esign the document.
- Once a signature is processed, a notification letter will be sent to the next signer.
  - This process repeats until the LOA is signed by all, then each signer, and designated TCDSS staff, will receive a completed copy of the LOA.

## **PSP Hours and Travel:**

- PSPS will be paid up to 110 hours at \$110/hour for their work on Priority & Priority Progress campuses.
- PSPs supporting TTIPS Cycle 3 and 4 campuses will be reimbursed for up to 140 hours at \$110/hour.
  
- TCDSS will reimburse PSPs for travel-related expenses for their work on Priority campuses such as the state mileage rate for the use of a personal vehicle, lodging, and airfare (if necessary). S
  - one example of expenses not reimbursed by TCDSS include;
    - meals,
    - valet parking, and
    - first class airfare.