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GREGORY-PORTLAND ISD **TEACHER INCENTIVE ALLOTMENT** **SPENDING PLAN**

Business-Finance/Human Resources TIA Spending Plan Manual



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TIA Lead:
Dr. Michael Norris
Executive Dir of School Leadership

2024-2025

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Spending Plan Overview



The District's Teacher Incentive Allotment Spending Plan was developed focusing on two critical strategies to ensure a successful TIA allotment program is carried out by the District.

- 1) Prepare a spending plan manual to communicate with the District's TIA Leads the importance of including the Human Resources Department and Business-Finance Department as key stakeholders throughout the implementation process, and each year thereafter as the District continues to develop its local designation system.
- 2) Prepare administrative guidance for District's Human Resources Department and Business-Finance Department that may have questions around the mechanics of spending TIA funds alongside their larger budget and payroll structures, including allotment and spending timelines for the first and subsequent years; issuing payouts; TRS contributions and tax implications; and best practices for communicating with teachers.

Highlights



- House Bill 3 (HB 3) established the Teacher Incentive Allotment (TIA) to recognize, recruit, and retain outstanding teachers at three distinct levels: Master, Exemplary, and Recognized; and enable an accessible pathway to earning a six-figure salary.
- The District established a Local Designation System approved by TEA under Cohort E to designate teachers that meet the requirements of eligibility.
- Designated Teachers will generate TIA allotments for their district for five consecutive years and must maintain their designations; payout amounts may change from year-to-year.
- In accordance with statutory spending requirements, the District elected to spend 90% of the allotment on teacher compensation on the campus where the designated teachers work, and a maximum of 10% on implementing TIA and/or supporting teachers in earning designations.
- The District has elected to distribute allotment funds from the 90% allocation to the group of designated teachers for the initial first year payout and will re-evaluate consideration of other support staff in future years; allotment funding will include applicable benefits associated with designated teacher payouts.
- The District has elected to distribute allotment funds from the 10% allocation for implementing TIA and/or supporting teachers in earning designations.
- The District will issue the annual allotment payouts before August 31 of each fiscal year.
- There is a total of 116 designated teachers for 2024-2025 throughout the District with a total generated allotment of \$1,153,600.

Objectives



The following objectives are to establish a set of standard operating procedures for the development, implementation and maintenance of the District's Teacher Incentive Allotment Program Spending Plan. These objectives are aligned with the district's local designation system and the district's Balanced Score Card.

- Establish Standard Operating Procedures in Business-Finance/Payroll Department for carrying out the District's allotment program spending plan (BSC Priority 4.1)
- Ensure District departments have the capacity to implement and manage the District's spending plan (BSC Priority 4.2)
- Ensure statutory and local spending requirements are met and budgetary expenditures align with allowable use of funds (BSC Priority 4.3)
- Communicate with District's TIA Leads the importance of including Human Resources and Business-Finance in on-going stakeholder engagements to ensure allotment program spending is carried out with fidelity including: 1) compensation for designated teachers in a timely and accurate manner that is in accordance with the District's compensation plan; 2) meet other program expenditures in accordance with state allotment program requirements (BSC Priority 2)

Mission Statement



Mission: The mission of G-PISD is to educate, inspire, and empower our students to succeed in life and become the next generation of leaders.

Keys to Success



"Strong local designation systems have goal-oriented spending plans based on engagement with district-and campus-level stakeholders." It is critical that TIA Leads include the Human Resources Department and Business-Finance Department as key stakeholders in the development, implementation and expansion of the District's Local Designation System. Timely communication is key for ensuring the program's financing needs are in place for a successful spending plan.

Compensation Plan Components



The development of this Spending Plan relies on certain components derived from the District's local designation system. The District's local designation system was approved by TEA as part of Cohort E. While there are several components involved

in the local designation system, the ones selected here are key factors in the calculations and spending requirements of the District's Spending Plan.

For information on other allotment program components of the designation system, including teacher and student growth measures, refer to the [G-PISD TIA Guidebook](#) by visiting the Teacher Incentive Allotment Information on the District's webpage .

Designations and Allotments



There are two pathways for teachers to earn designations in the District.

- 1) TEA may designate any teacher with an active National Board Certification as Recognized
- 2) Designation at any level through the District's Local Designation System

There are three levels of teacher designation and the funding allotments for each level may change from year-to-year. The teacher designation levels are as follows:



\$3K-\$9K

Recognized designations represent the top 33% of Texas teachers



\$6K-\$18K

Exemplary designations represent the top 20% of Texas teachers



\$12K-\$32K

Master designations represent the top 5% of Texas teachers

Designated teachers generate allotments based on the level of designation, and the campus where the designated teacher is employed.

Teachers must meet the following criteria to earn a new or higher designation through their local designation system:

- Submitted for designation by the district based on prior-year teaching performance data and does not already have an active designation at the same level or lower.
- Employed as a teacher by the designating district (087 PEIMS Role ID).
- Met or will meet the creditable year of service requirement by the end of the school year.
- Does not have a Texas teaching certificate in revoked, suspended, voluntary surrender, or permanent surrender status.
- Is not listed on the Texas Do Not Hire registry.
- Reported by the designating district in the Class Roster Winter Submission as meeting eligibility criteria:
 - Employed by the designating district in a 087 teaching role as of the last Friday in February of the Payout Year.

-
- Met or will meet the creditable year of service requirements by the end of the school year.

Creditable Year of Service

The teacher was employed and compensated (or will be by the end of the school year) in a teaching role (087 role ID) for:

- ➔ 50% or more of the day for a minimum of 180 days; or
- ➔ 100% of the day for a minimum of 90 days, or the equivalent of one semester.
- ➔ Districts with a calendar less than 180 working days may use the semester equivalents to determine year of service.

If a teacher leaves the designating district prior to the last Friday in February, they forfeit designation eligibility. District-issued designations are valid for five school years.

Can Teachers Earn a Designation if They Leave After Data Capture?

Districts may not designate teachers who have resigned, retired, or moved to a full-time non-teaching role before data submission. Additionally, teachers may not earn a designation if they leave after a district submits them for designation but prior to the last Friday in February of the designation year.

Allotment Funding



Allotment funding for TIA is supported by the Foundation School Program (FSP). There are no caps to funding or number of teachers who may earn a designation.

TEA will notify LEAs in April of their final teacher designations and total allotments. Districts verify and confirm their annual designations and allotments in the Strategic Compensation Operations Management System (SCOMS) in TEAL. LEAs file their confirmations or disputes by the deadline which occurs the first week of May.

Districts will have to prefund TIA payouts the first year and reconcile settle-up in September. Future allotments will be funded by TEA through FSP payments.

TIA Allotments have the following statutory spending requirements.

90%

10%

Districts are **required** to spend at least **90% of their allotment funds on teacher compensation** on the campus where the designated teachers work. Districts **may** use up to 10% for costs associated with implementing a local designation system or supporting teachers in earning a designation.

The allotment formula takes three factors into account:



TEACHER
DESIGNATION LEVEL



CAMPUS
SOCIOECONOMIC LEVEL



CAMPUS
RURAL STATUS

Each teacher designation level starts with a base amount and a multiplier rate.

Designation Level	Base Allotment	Multiplier Rate
Recognized	\$3,000	\$1,500
Exemplary	\$6,000	\$3,000
Master	\$12,000	\$5,000

An average student point value for each campus is calculated by adding all student tier numbers and then dividing by the total number of students. The average point value is then multiplied by the designation's multiplier rate. That value is added to the designation's base allotment, resulting in the total incentive allotment. The allotment values are updated annually.

$$\text{BASE ALLOTMENT} + \text{MULTIPLIER RATE} \times \text{AVERAGE STUDENT POINT VALUE} = \text{ALLOTMENT PER DESIGNATED TEACHER}$$

Rural Campuses



TEA has designated the following rural campuses for the District.

2024-2025 District Rural Campuses		
CAMPUS NUMBER	CAMPUS NAME	DISTRICT NAME
205902104	ANDREWS EL	GREGORY-PORTLAND ISD
205902101	AUSTIN EL	GREGORY-PORTLAND ISD
205902106	EARLY CHILDHOOD CENTER	GREGORY-PORTLAND ISD
https://tiatexas.org/resources/2024-2025-rural-campus-list/		

Statutory Spending Requirements



Districts must spend 90% or more of the allotment on teacher compensation on the campus where the designated teacher works. Up to 10% of the allotment may be used by the district to support the local designation system or to support teachers in earning designations.

TEA notifies districts of the annual allotments amounts in April and funds must be spent by August 31 of the same year.

For more information on statutory spending requirements for the 90% and 10% of the allotment see "**Statutory Allowable Spending vs. Prohibited Spending**" in the Appendix.

Compensation Eligibility



For purposes of compensation, TEA defines a Teacher as a "student-facing instructional staff which may include instructional aides and paraprofessionals, classroom inclusion support teachers, and other staff members who primarily work directly with students in an instructional setting." The eligible staff member MUST be PEIMS-coded 087.

All TIA teacher compensation is Teacher Retirement System (TRS) eligible.

Spending Plan Board Approval



Districts should obtain school board approval of the proposed spending plan either annually or the summer before they anticipate designating and compensating TIA teachers, which is often the year after the Data Capture Year. The Business-Finance Department will ensure the spending plan is placed on the agenda for board approval on an annual basis. A budget amendment will be submitted each year once TEA verified funding eligibility each school year in April.

District Spending Plan



TIA Leads should ensure that the District's Human Resource Department and Business-Finance Department (including Accounting, PEIMS and Payroll Divisions) are included as stakeholders. Timely communication with these departments is critical in ensuring a successful TIA Allotment Program is carried out with fidelity.

The spending plan requires various steps in planning for the District's payout including but not limited to calculating gross payouts and benefits, budgeting, and various processes and coding by the HR Department and Payroll Division. Many of these tasks must be completed in advance in order to provide the payout amount notifications to the designated teachers in May. The Human Resources Department sends out payout notifications prior to TEA's notification which are also sent in May to designated teachers.

The District has elected to fund all applicable benefits from the 90% allotment allocation. In essence, the TIA Allotment Program payouts, including benefits is fully funded from the 90% allocation. The District has elected to use 10% of the total allotment for supporting the TIA Allotment Program in accordance with statutory spending requirements.

TEA Payout Calculator Tool



TEA published a [Calculator Tool](#) to assist districts in calculating their payouts. The tool calculates totals at the district level. The Business-Finance Department utilizes this tool in addition to performing their own calculations at the detail level by designated teachers from the SCOMS report.

Timelines for First and Subsequent Years



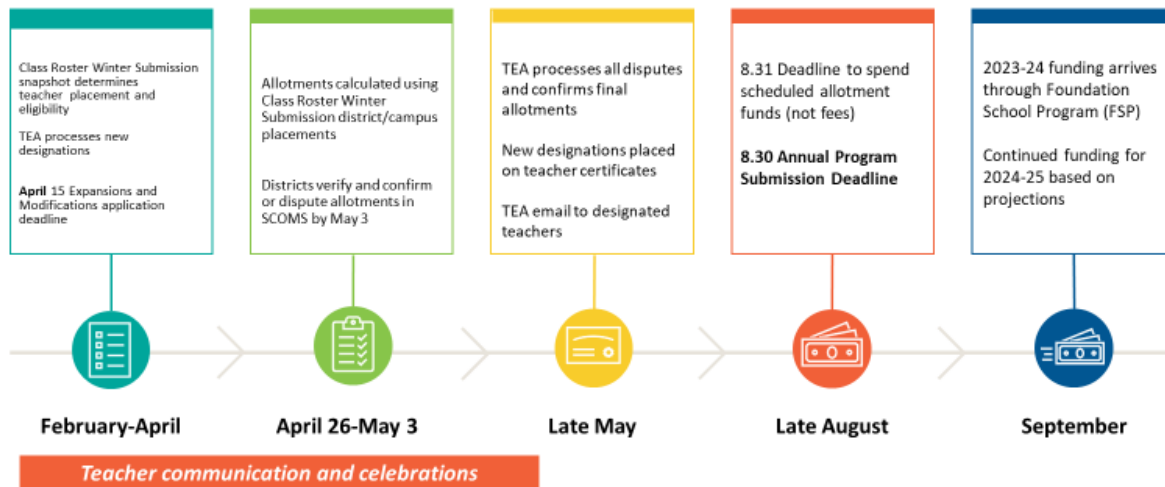
YEAR 1: TIA and FSP

- Designations and amounts finalized April
- Total allotment comes through FSP September Settle-Up
- Districts must pre-pay teachers by August 31

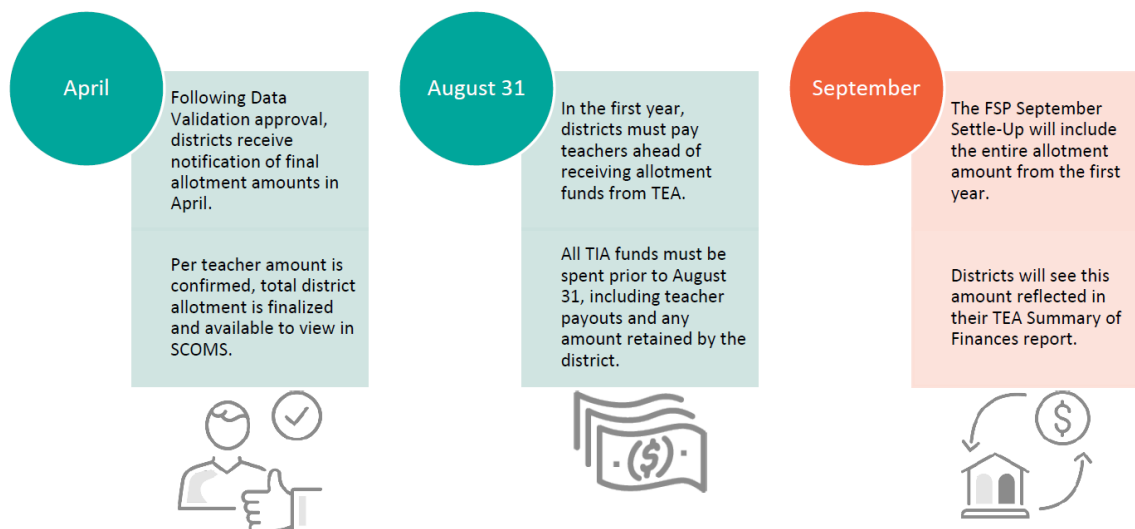
YEAR 2 and Beyond

- Allotment funding ongoing, based on prior-year estimates
- Total allotment finalized in April
- Differences in prior-year and current year settled in FSP September Settle-Up

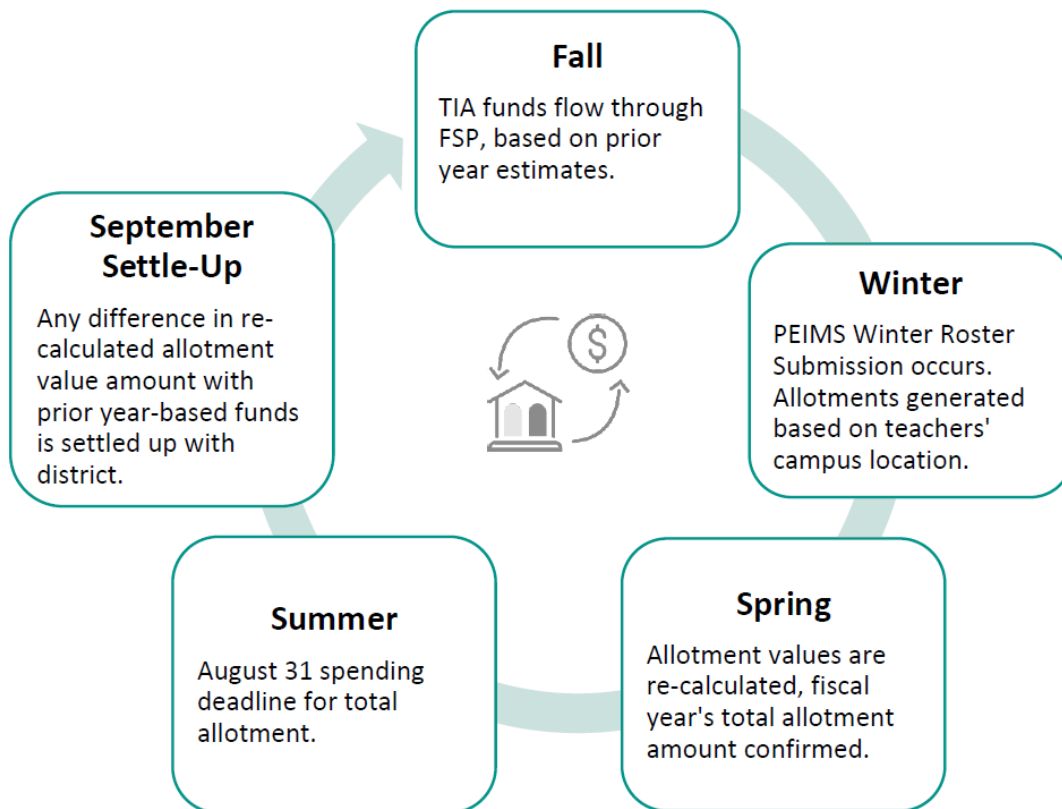
Designations and Allotment Timeline



First Year TIA Spending Timeline



TIA Spending Timeline in Subsequent Years



Issuing Payouts



Prior to the District issuing payout notifications to designated teachers, the District's TIA Lead(s) will provide the Business-Finance Department a certified copy of the final TEA SCOMS Report in May that will be used to calculate final payouts. The Business-Finance Department will assign account codes to the gross payouts and any other TIA Allotment expenditures in accordance with budgeted costs.

The Human Resources Department will prepare assignments in Employee Management for each designated teacher that is eligible to receive a TIA Allotment. The gross payouts will be derived from calculations prepared by the Business-Finance Department. For **2024 - 2025**, the District will issue one lump-sum payout on August 15, 2025. The Human Resources Department will send district notification letters to the designated teachers in May and prior to TEA's notification sent the same month to the designated teachers. HR will export the assignments for TIA Allotment to the Payroll Division for payout processing.

The Payroll Division will import the assignments and create the pay codes and attach both deductions and benefits to the payouts.

TRS Contributions and Tax Implications



All TIA Allotment Payouts are TRS eligible. The Payroll Division will assign the following Benefits and Deductions listed below.

The District is required to apply certain statutory deductions to employee's payroll including TIA payouts to designated teachers. In addition, the District has elected to pay benefits from the 90% allocation.

EMPLOYER BENEFITS – 90% allotment allocation will include funding for the following benefits

- 8.25% TRS - State Contribution
- 0.75% RE TRS-CARE – Reporting Entity TRS Contribution
- 1.45% MEDICARE – Employer Matching Contribution
- 2% Public Education Employer Contribution
- 0.0608% Unemployment

EMPLOYEE DEDUCTIONS – TIA payouts will have the following statutory deductions applied

- 8.25% TRS - Member Retirement Contribution
- 0.65% TRS-Care – Member TRS-Care Contribution
- 1.45% MEDICARE – Employee Medicare
- 22% FIT – Federal Income Tax Withholding (Current IRS federal guidelines requires withholding a flat rate of 22% on Supplemental Wages if paid separate from regular wages – See "*Supplemental wages identified separately from regular wages*" of the Internal Revenue Service (IRS) Publication 15 (2025), Circular E

Projected 2024 - 2025 Teacher Compensation by Campus



The chart below shows the District's 2024 - 2025 Projected TIA Compensation Payout by campus.

Gregory-Portland ISD
2024-2025 TIA Allotment by Campus

Campus Name	No. of designated teacher FTEs:				Total Allotments and Estimated Available for Payouts							Total Allotment Estimated Payouts			
	Recognized	Exemplary	Master	Total	Recognized	Exemplary	Master	Total Allotments Available	Less Allocation for Support 10%	Less Estimated Benefits	Total Allotment Available for Payout	Recognized	Exemplary	Master	Total Allotments
SFA Elementary	4	9	1	14	26,064.00	117,288.00	23,720.00	167,072.00	16,707.20	16,601.13	133,763.67	20,867.75	93,904.86	18,991.06	133,763.67
TMC Elementary	6	10	8	24	27,228.00	90,750.00	137,008.00	254,986.00	25,498.60	25,336.74	204,150.66	21,799.68	72,657.61	109,693.37	204,150.66
EC Elementary	2	11	4	17	7,094.00	78,034.00	55,292.00	140,420.00	14,042.00	13,952.86	112,425.14	5,679.70	62,476.74	44,268.70	112,425.14
WCA Elementary	5	13	2	20	33,115.00	172,185.00	48,150.00	253,450.00	25,345.00	25,184.10	202,920.90	26,513.02	137,857.31	38,550.57	202,920.90
Early Childhood Center	2	3	1	6	13,638.00	40,914.00	24,730.00	79,282.00	7,928.20	7,877.87	63,475.93	10,919.06	32,757.17	19,799.70	63,475.93
Middle School	9	10	1	20	37,692.00	83,750.00	15,959.00	137,401.00	13,740.10	13,652.87	110,008.03	30,177.53	67,053.17	12,777.33	110,008.03
High School	2	12	1	15	8,112.00	97,356.00	15,521.00	120,989.00	12,098.90	12,022.10	96,868.00	6,494.75	77,946.60	12,426.65	96,868.00
District Totals	30	68	18	116	152,943.00	680,277.00	320,380.00	1,153,600.00	115,360.00	114,627.67	923,612.33	122,451.49	544,653.46	256,507.38	923,612.33

Retirees



LEAs can make decision points on whether their spending plans will forward funds to teachers who retire or depart their district OR they may choose to spend the funds on retained teachers.

Retirees must meet all TIA program eligibility requirements including employment cutoffs and placement during the TSDS Class Roster Winter Collection each year.

The District has elected to forward funds to teachers who retire or depart the District. Only the current year payout will be forwarded to retirees if they are eligible since designated teachers must meet the program requirements year-to-year and retiring from the District will make them ineligible in future years.

Best Practices for Communicating with Teachers



TEA has published [Teacher Communication Templates](#) to assist districts with notification in awarding teachers.

The District will strive in communicating with teachers and stakeholders and encourages TIA Leads to work closely with all District departments that play a crucial role in carrying out a successful TIA Program year-to-year.

The Human Resources Department will work with Business-Finance Department to prepare the TIA payout calculations each year and prior to sending any written communication on payouts to designated teachers.

Below is a sample TIA Payout letter. A similar notification letter will be sent to each Designated Teacher for their compensation payout.



DR. MICHELLE CAVAZOS
SUPERINTENDENT OF SCHOOLS
Office of the Superintendent

Office: (361) 777-1091 ext. 1018
Fax: (361) 777-1094

Email: mcavazos@g-pisd.org

May 26, 2025

Sample Letter to Designated Teacher

Dear Gregory Wild,

We are excited to share that your Master designation has generated \$13,646 for Gregory-Portland ISD's 2024-2025 Teacher Incentive Allotment (TIA) Program due to your outstanding work with our students at TM Clark Elementary. TEA calculates the allotment each year taking three factors into account. The Teacher Designation Level, the Campus Socioeconomic Level, and the Campus Rural Status. All three factors are based on the current year's data from the Class Roster Winter Submission snapshot in February. This means designated teachers' placement and eligibility in the prior year will see a recalculation during the following Payout Year to factor in the current year's campus socioeconomic level as well as the teachers' assigned campus in the current year's snapshot.

Your incredible dedication to academic success has helped fulfill our district's mission to educate, inspire, and empower our students to succeed in life and become the next generation of leaders. We commend your efforts and are extremely proud to recommend you for this designation based on data validated by the Texas Education Agency for this specific purpose in our district during the current school year.

You can anticipate your TIA Gross Stipend for \$11,016.09 to be paid on August 15, 2025. Please note that stipends have statutory employer benefits and employee deductions that the District is required to apply and remit to state and federal agencies accordingly. The applicable employer benefits and employee deductions rates are listed as follow:

EMPLOYER BENEFITS – 90% allotment allocation will include funding for the following benefits

- 8.25% TRS - State Contribution
- 0.75% RE TRS-CARE – Reporting Entity TRS Contribution
- 1.45% MEDICARE – Employer Matching Contribution
- 2% Public Education Employer Contribution
- 0.0608% Unemployment

EMPLOYEE DEDUCTIONS – TIA payouts will have the following statutory deductions applied

- 8.25% TRS - Member Retirement Contribution
- 0.65% TRS-Care – Member TRS-Care Contribution
- 1.45% MEDICARE – Employee Medicare
- 22% FIT – Federal Income Tax Withholding

Current IRS federal guidelines requires withholding a flat rate of 22% on Supplemental Wages if paid separate from regular wages – See "Supplemental wages identified separately from regular wages" of the Internal Revenue Service (IRS) Publication 15 (2025), Circular E

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The District's TIA Spending Plan includes the funding of employer benefits as an allowable expenditure to be paid from TIA Allotment Funds generated for the District. The first table below shows how the District allocated the required 90% TIA Allotment for teacher compensation and up to 10% for allowable costs to support the TIA program. The table also shows allowable allocations from the 90% to cover the costs of employer benefits resulting in the calculated amount available for Payout.

Spending Plan Allocations for Support and Compensation for Benefits and Payout

TIA Allotment Spending Plan			Compensation Distribution for Benefits						Payout
TIA Allotment Generated	TIA Support Allocation Set-Aside 10%	TIA Allocation For Compensation 90%	State Contribution (TRS) 8.25%	TRS-Care Employer Contribution 0.75%	Medicare 1.45%	Unemploy 0.608%	Public Education Employer Contribution Up to 2%	Total Employer Benefits	TIA Available Funds for Payout
13,646.00	1,364.60	12,281.40	908.83	82.62	159.73	6.70	107.43	1,265.31	11,016.09

Allotment (-) Support Allocation Set-Aside (-) Total Employer Benefits (=) Available Funds for Payout

The second table below shows the allocations (if any) to other staff at the designated campus who may be eligible for compensation based on criteria established by TEA and the District's Local Designation System. The results after any allocation for this, is your calculated TIA Gross Stipend Amount which will then be used to calculate your employee deductions to arrive at your estimated Net Pay. The deduction amounts shown are estimates, so your actual deductions may vary.

Calculation of Gross Stipend Payout, Estimated Deductions and Estimated Net Pay

Compensation Stipend Payouts			Compensation (Estimated) Deductions						Net Pay
Available Funds for Payout	Alloc for Othr Staff at Designated Campus	TIA Gross Stipend Amount	Member Retirement Contribution (TRS) 8.25%	Member TRS-Care Contribution 0.65%	Medicare 1.45%	Fed W/H 22%	Other Statutory Deductions	Total Estimated Deductions	Estimated Net Pay
11,016.09	0.00	11,016.09	908.83	71.60	159.73	2,423.54	0.00	3,563.70	7,452.39

Available Funds for Payout (-) Allocation for Other Staff at Designated Campus (=) TIA Gross Stipend Amount

TIA Gross Stipend Amount (-) Total Estimated Deductions (=) Estimated Net Pay

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For more information on TIA Allotment and the District's local designation system, please read below.

Gregory-Portland ISD's Local Designation System Spending Plan

For any TIA funds received, Gregory-Portland ISD will pay 90% to designated teachers including benefits, 10% for implementing TIA and/or supporting teachers in earning designated teacher payouts. Designated teachers will be paid a stipend on August 15, 2025. For more information on Gregory-Portland ISD's local designation system spending plan, you can visit [Teacher Incentive Allotment Information](#) on the District's webpage.

Allotment Funding Amounts

Designation allotment funds may vary per campus depending on the socioeconomic levels and rural status of a campus. [You can view 2024-2025 campus allotment amounts on the TIA Funding Map webpage.](#) Campus allotment values may change from year to year to reflect current student enrollment.

Gregory-Portland ISD's Balanced Scorecard Priority 2

Based on Gregory-Portland ISD's Priority 2 High Performing and Engaged Workforce, we will forward payment to any designated teacher that meets all of the TIA and District's local designation system requirements, including creditable years of service requirements, should they resign or retire. Eligible designated teacher retirees will be paid a stipend on August 15, 2025.

Designation Certificate

All teachers with a TIA designation have access to a virtual designation certificate. This can be found on the [Designated Teacher Public Search](#). Teachers who hold a teaching certification will also see their designation displayed on their virtual teaching certificate.

Eligibility Requirements for Designated Teachers to Continue Generating an Allotment

To generate funds in future years, teachers with an active designation must remain employed in a teacher role (087 Role ID in PEIMS) as of the last Friday in February and meet the creditable year of service requirement. TEA defines a creditable year of service as employed and compensated by a Texas school system in a teacher role (087 role ID in PEIMS) for at least 90 days at 100% of the day or 180 days at 50-99% of the day, or the equivalent of one semester.

District TIA Contact

If you have any questions about the local designation system or the district spending plan, please contact Dr. Michael Norris, Executive Director of School Leadership.

Sincerely,

Dr. Michelle Cavazos
Superintendent of Schools

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TIA Funds Account Coding



TIA Allotment does NOT use PICs. All TIA Payouts must be coded to the appropriate campus Organization for each designated teacher and their respective assigned designations must be assigned to the appropriate Sub-Object as follows:

Sub-Object "09" -- Recognized

Sub-Object "10" -- Exemplary

Sub-Object "11" -- Master

Sub-Object "12" -- Non-Designated Teachers

All TIA accounts must be coded to PIC 99 and end in Local Code "TIA"

All TIA expenditures paid from the 10% allocation must be coded to the appropriate Function and assigned Sub-Object "00"

For the current District's TIA Allotment Chart of Accounts see Appendix.

Teacher Designation Fees



The Teacher Incentive Allotment will reimburse districts up to \$1,900 for initial certification, up to \$1,250 for renewal and up to \$495 for Maintenance of Certification (MOC). Fees are eligible if the certification or recertification was achieved following the passage of House Bill 3 in summer 2019.

Districts may apply for fee reimbursement through TIA for NBCTs who certified or recertified in 2019 or later. Districts must provide documentation of fees paid directly to the National Board and/or reimbursed to the NBCT. The annual reimbursement request window runs from January 1-March 31.

Cost of National Board Certification

The initial cost for each of the four components is \$475, with the total cost for the initial attempt of all four components being \$1,900. Retake attempts require an additional fee. For each assessment cycle in which a teacher plans to take components, a \$75 nonrefundable and nontransferable registration fee is required and must be paid before purchasing a component.

For teachers who were certified in 2017 or later, National Board Certification is active for a period of five years. Prior to 2017, certification lasted up to 10 years. Current National Board Certified Teachers (NBCTs) nearing their certification expiration date can renew their certification for a period of 10 years. The fee for renewal is \$1,250. However, starting in 2021, the National Board will no longer extend certificates through the current 10-year renewal process. Instead, it will extend certification through its Maintenance of Certification (MOC) process. Successfully meeting MOC requirements will extend an NBCT's certificate by five years from their current certificate's expiration date. The MOC will cost \$495 plus a \$75 registration fee.

Reimbursement of Fees



Funded through FSP as a separate TIA line item



Independent of allotment funding generated by teacher designations



No statute of limitations to request reimbursement



Does not require a local designation system or spending plan

National Board Fee Reimbursement through TIA

NBCT Eligibility



Fee Reimbursement



Provisions

NBCTs may not request reimbursement directly

Districts may request reimbursement through TIA if:

- the NBCT(s) certified or recertified in 2019 or later
- the fees were paid by the NBCT, and he/she was reimbursed by the district prior to submitting the request form
- the fees were not previously reimbursed or paid by a grant or outside entity

Limitations

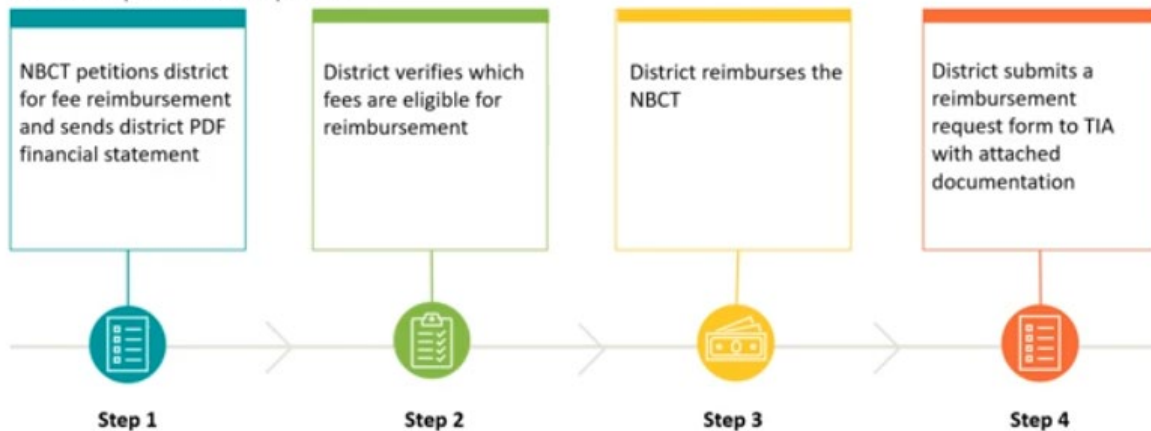
Reimbursement maximums per NBCT:

- \$1900 initial certification, \$475 x 4 components
- \$1250 renewal (sunset after 2020)
- \$495 Maintenance of Certification (MOC)
- Registration and retake fees not eligible

NBCT Paid Out of Pocket



If the NBCT paid fees out of pocket:



District Third-Party Payer



If the district was a third-party payer:



Payment Documentation



What if the NBCT cannot find documentation in their NBPTS account?

TEA will also accept PDF documentation in place of a financial statement:

- NBPTS line item in personal credit card statement; or
- Original email receipt from NBPTS; or
- Email confirmation of payment from NBPTS customer service
- *Must include dates of payment(s) and payment method*

District Submission Requirements



TEACHER INCENTIVE ALLOTMENT

Request for Reimbursement of Fees Paid to the National Board for Professional Teaching Standards

CDN: [Redacted]

LEA Name: [Redacted]

Date of Request: [Redacted]

Please click/check that you agree to the below attestations:

- ☐ The requestor attests that it will comply with TEC §48.112 and TEC §21.3521.
- ☐ The requestor attests that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
- ☐ The requestor attests to understanding that all documentation submitted to TEA concerning the Teacher Incentive Allotment constitutes public information subject to chapter 552 of the Government Code.
- ☐ The requestor attests to understanding that the agency can utilize general authority found in TEC §48.004, §48.170, and §48.272 to audit districts in their compliance with Texas Education Code and Texas Administrative Code.
- ☐ The requestor attests that NBCTs who paid fees out of pocket were reimbursed by the requesting LEA prior to submission of this request.

"I hereby certify that the information contained in this request is, to the best of my knowledge, correct. I certify that any ensuing program and activity will be conducted in accordance and compliance with all applicable federal and state laws and regulations."

[Redacted Signature]

District Superintendent Signature

TEXAS EDUCATION AGENCY | 1701 N. CONGRESS AVENUE, AUSTIN, TX 78701

1. Completed Request Form
 2. Assurances with Superintendent Signature
 - Arrange for superintendent sign-off
 - Consult with legal if needed
 3. Supporting Documentation
 - NBCT financial statement(s) and/or 3rd party payer report
- Zip all files and submit via Qualtrics by March 31



What will TEA verify?



TEA Will Verify...

- ✓ NBCT identity and year of certification
- ✓ Fees paid
- ✓ Method of payment
- ✓ Compliance with TEC §48.112 and TEC §21.3521

TEA Will NOT Verify...

- ✗ NBCT's current position or employer
- ✗ NBCT's TIA Designation status

District Next Steps



1. Consult with CFO and Human Resources to plan for receipt of TIA funds
2. Outreach to possible NBCTs and candidates
3. Collect documentation
4. Verify which fees are eligible, reach out to tia@tea.texas.org
5. Reimburse NBCTs, if applicable
6. Complete and submit reimbursement request form

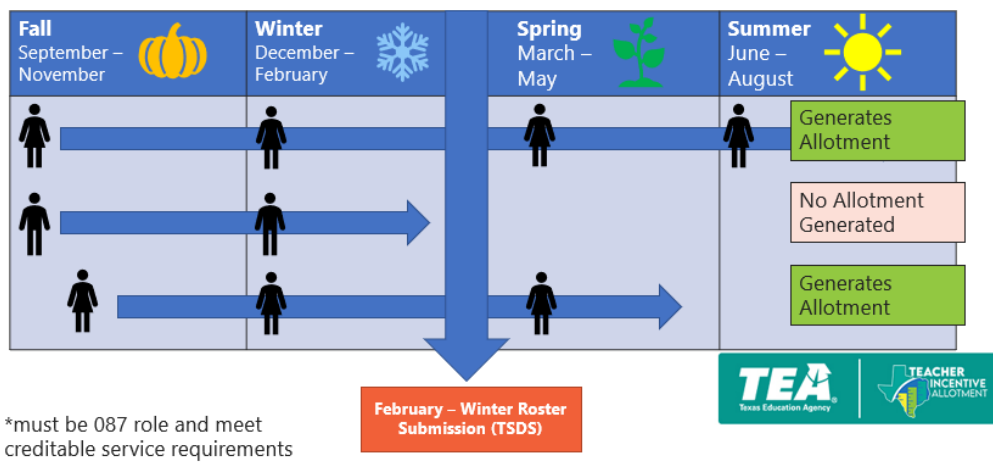
Planning for Teacher Movement



There are no direct transfers of allotment funds between school districts. All allotment funds are settled by TEA through FSP payments and reconciled with the Summary of Finance (SOF).

The determining factor of whether a designated teacher will generate allotments for their district will be based on the teacher placement during the TSDS Class Roster Winter Collection. Designated teachers who are employed as of Winter Roster Submission in an 087 role and meet requirements related to creditable service will generate an allotment for their district.

Movement of Teachers



TIA Revenue Reporting and Settle-Up



The Business-Finance Department will recognize revenue for the **2024 - 2025** allotment and record an offsetting receivable (Due from State). The revenue and receivable will be reconciled in September on Settle-Up using the Summary of Finance report from TEA.

Appendix

TIA Chart of Accounts



The District has established the following Chart of Accounts for the TIA Allotment Program. Any additional account codes needed must be approved by the Director of Business Services. All program expenditures must be approved by the Business-Finance Department prior to incurring any costs to ensure allowability of expenditure and availability of funds.

Gregory-Portland ISD Chart of Accounts Teacher Incentive Allotment

Account Number									Teacher Incentive Amount									
Fnd	T	Fc	Obj	So	Org	F	Pi	Loc	Sub-Object Description	FUND	TYPE	FUNCTION	OBJECT	SUB-OBJECT	ORGANIZATN	FISCAL YR	PROGRM-INT	LOCAL
199	E	11	6119	09	001	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	001	0	99	TIA
199	E	11	6119	10	001	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	001	0	99	TIA
199	E	11	6119	11	001	0	99	TIA	TIA MASTERS DESIGNATION	199	E	11	6119	11	001	0	99	TIA
199	E	11	6119	12	001	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6119	12	001	0	99	TIA
199	E	11	6129	12	001	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6129	12	001	0	99	TIA
199	E	11	6119	09	041	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	041	0	99	TIA
199	E	11	6119	10	041	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	041	0	99	TIA
199	E	11	6119	11	041	0	99	TIA	TIA MASTERS DESIGNATION	199	E	11	6119	11	041	0	99	TIA
199	E	11	6119	12	041	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6119	12	041	0	99	TIA
199	E	11	6129	12	041	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6129	12	041	0	99	TIA
199	E	11	6119	09	101	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	101	0	99	TIA
199	E	11	6119	10	101	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	101	0	99	TIA
199	E	11	6119	11	101	0	99	TIA	TIA MASTERS DESIGNATION	199	E	11	6119	11	101	0	99	TIA
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199	E	11	6119	09	102	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	102	0	99	TIA
199	E	11	6119	10	102	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	102	0	99	TIA
199	E	11	6119	11	102	0	99	TIA	TIA MASTERS DESIGNATION	199	E	11	6119	11	102	0	99	TIA
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199	E	11	6119	09	103	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	103	0	99	TIA
199	E	11	6119	10	103	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	103	0	99	TIA
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199	E	11	6119	09	104	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	104	0	99	TIA
199	E	11	6119	10	104	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	104	0	99	TIA
199	E	11	6119	11	104	0	99	TIA	TIA MASTERS DESIGNATION	199	E	11	6119	11	104	0	99	TIA
199	E	11	6119	12	104	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6119	12	104	0	99	TIA
199	E	11	6129	12	104	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6129	12	104	0	99	TIA
199	E	11	6119	09	106	0	99	TIA	TIA RECOGNIZED DESIGNATION	199	E	11	6119	09	106	0	99	TIA
199	E	11	6119	10	106	0	99	TIA	TIA EXEMPLARY DESIGNATION	199	E	11	6119	10	106	0	99	TIA
199	E	11	6119	11	106	0	99	TIA	TIA MASTERS DESIGNATION	199	E	11	6119	11	106	0	99	TIA
199	E	11	6119	12	106	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6119	12	106	0	99	TIA
199	E	11	6129	12	106	0	99	TIA	TIA NON-DESIGNATED TCHRS	199	E	11	6129	12	106	0	99	TIA

Statutory Allowable Spending vs. Prohibited Spending

TIA Statutory Spending Requirements				
<p>Districts must spend 90% or more of the allotment on teacher compensation on the campus where the designated teacher works. Up to 10% of the allotment may be used by the district to support the local designation system or to support teachers in earning designations.</p> <p>For the purpose of compensation, a teacher is defined as student-facing instructional staff. This may include instructional aides and paraprofessionals, classroom inclusion support teachers, and other staff members who primarily work directly with students in an instructional setting</p> <p>Districts are notified of their annual allotment in late April and must spend all funds by August 31 of the same calendar year. Spending requirements and timelines do not apply to fees reimbursed through TIA.</p>				
Allowable Spending vs. Prohibited Spending Based on Statute				
Expense Type	Allowable		Unallowable	
	90%	10%	90%	10%
Stipends or salary increases for designated teachers in all levels - REM	X	X		
Stipends or salary increases for other teachers at the campus of the designated teacher(s)	X	X		
Stipends for other eligible teachers for hard-to-staff schools	X	X		
Stipends for other eligible teachers for hard-to-staff subjects	X	X		
Compensation for other staff at the campus of the designated teacher(s) whose primary responsibility is instructing students (POSITION REQUIRES PEIMS CODE 087 - ON CLASS ROSTER)	X	X		
Benefits and retirement contributions for teachers at the campus of the designated teacher(s) including TRS contributions, Medicare taxes, state and federal unemployment, worker's compensation, and social security taxes (if applicable)	X	X		
Compensation for school leaders			X	
Compensation for non-instructional staff (including instructional coaches that do not teach)			X	
Signing bonuses, higher starting salaries, opportunities for pay increases within first few years	X	X		
Stipends to acquire specific knowledge and pedagogical skills, increased compensation for serving in leadership roles or mentoring new teachers	X	X		
Annual retention bonuses, career pathways that increase compensation and provide growth opportunities within the classroom	X	X		
Compensation for central staff or staff at a different campus from the designated teacher(s)			X	
Professional development for teachers (designated or eligible for designation)		X		
TIA assessment costs		X		
Rubric costs, appraiser rater training, or certification		X		
Other student growth costs		X		
Central supports, such as funding for TIA coordinator or HR needs		X		
Compensation for staff associated with TIA needs or with professional development, such as school leaders or instructional coaches		X		
Recruitment, such as job fairs		X		
General administrative expenses				X
Compensation for staff not associated with TIA needs nor with professional development				X

References:

<https://tiatexas.org/for-districts/components-of-a-system/teacher-compensation-plan>

<https://tiatexas.org/resources/tia-spending-guidance-for-district-business-offices-pdf/>

Resources



This spending plan must be reviewed each year for any applicable changes necessary such as changes in funding allotment formulas.

- [G-PISD Teacher Incentive Allotment Information](#)
- [G-PISD TIA Guidebook](#)
- [G-PISD TIA PowerPoint](#)
- [G-PISD Calibration Plan](#)
- [TIA Spending Guidance for District Business Offices](#)
- [Teacher Communication Templates](#)
- [National Board Fees and Reimbursement](#)
- [TEA Teacher Incentive Allotment](#)
- [TRS Effective Rates](#)