Center on Innovation and Improvement

www.centerii.org

**Support for School Improvement**

**District-Level Instruction Handbook**

**Table of Contents** **Page**


Introduction/Helpful Information 3

Getting Started 4

Logging in 5

District Level: SSI Process

Welcome Page 6

Step Descriptions 7

Step 1: District Registration Data 8

Step 2: Provide District Information 9

Step 3: Form District Team 10

Step 4: Assess District Indicators 11-13

Step 5: Create District Improvement Plan 14-17

Step 6: Monitor Implementation of District Plan 18-21

District SSI Progress Reports 22

Other Helps 23

SSI Resources 24

Coaching Comments 25

Agenda/Meeting Minutes 28-39

Worksheets 40

**Table of Contents (cont.)** **Page**


Register Schools 41-43
Reports
Assess School Indicators 44-45
School Improvement Plan 45
Monitoring School Progress 46-47
Coaching Comments 48-51

School Level: SSI Process
Welcome Page 52
Step Descriptions 53
Step 1: School Registration Data 54
Step 2: Provide School Information 55
Step 3: Form School Team 56
Step 4: Assess School Indicators 57-60
Step 5: Create School Improvement Plan 61-64
Step 6: Monitor Implementation of School Plan 65-68
School SSI Progress Reports 69
Other Helps 70
SSI Resources 71
Coaching Comments 72-74
Agenda/Meeting Minutes 75-87
Worksheets 88

Contact information for web entry system technical assistance 89

**Welcome to the Support for School Improvement web-entry system!**

A school improvement, district improvement, or restructuring plan's success depends upon district and school collaboration and focus, engagement of parents and the broader community, and disciplined, competent implementation. This web-entry system provides an easy and organized method to work through the set of indicators by which district and school teams can assess their progress and plan and monitor their improvement. While every item may not be appropriate to a particular district or school's situation, each will provide food for thought in discussing an improvement plan. The checklists will also guide district and school teams through the implementation of their plans and into continuous improvement. The sets of items you will see in this system are arranged sequentially to carry teams through an examination from general (district context) to specific (classroom teaching). The process of "assessing" each indicator based upon the current practices of the district and school is an attempt to draw attention to areas of obvious strength and areas in apparent need for improvement.

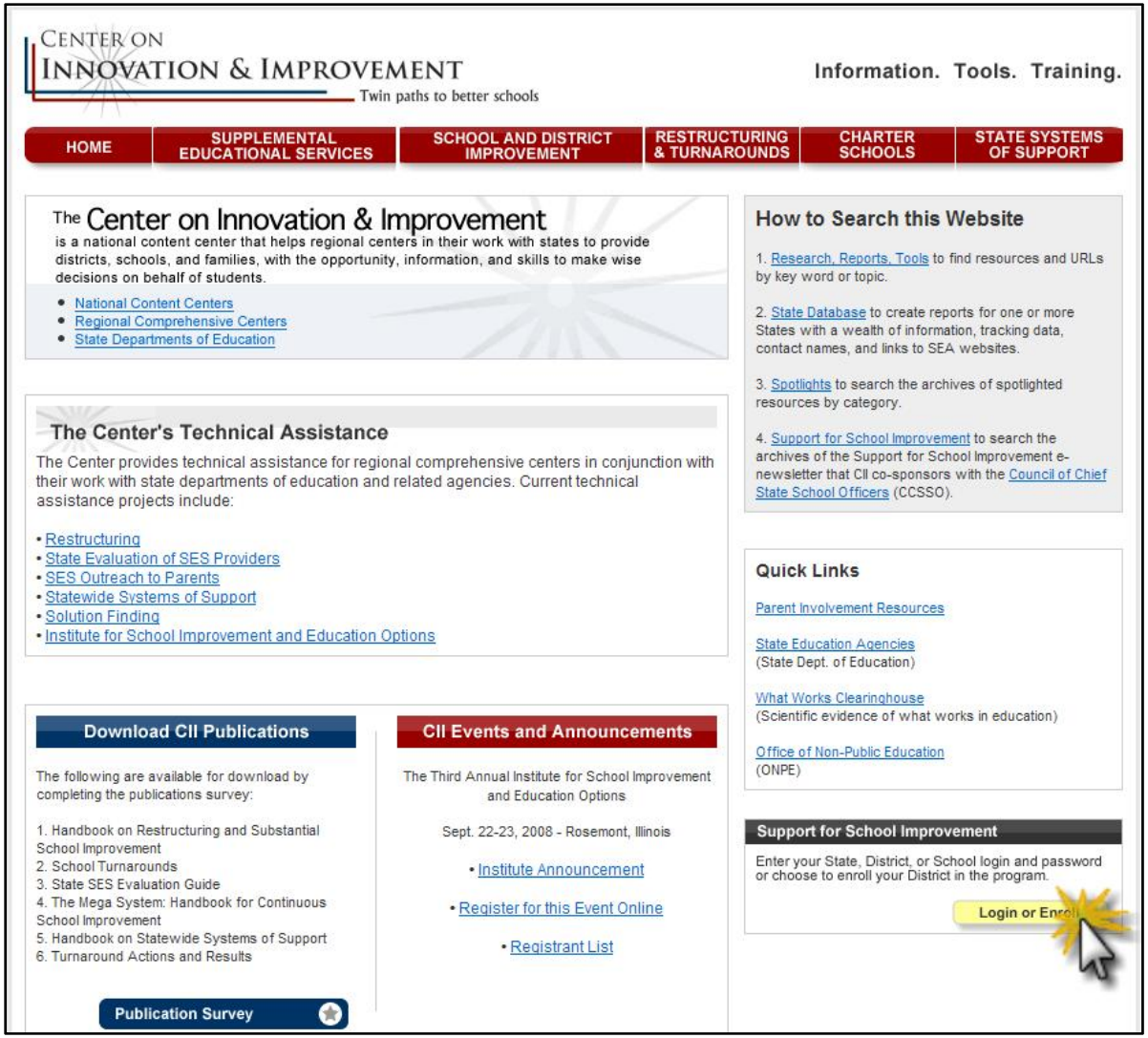
**Helpful Information:**

1. Using this web-entry system requires Internet Explorer 6.0 or higher.
2. This web-system times-out after 45 minutes of inactivity. At that time, you will see a message indicating that you need to login again. Saving your data often will ensure that you don't lose any you have entered.
3. Use the links at the top right of most pages to move among the web pages.
4. Click the *WiseWays™* link when assessing and creating tasks for each indicator/objective to review research-based evidence and examples.
5. If you have any technical questions about this web-entry system, please email us at SSI@adi.org.

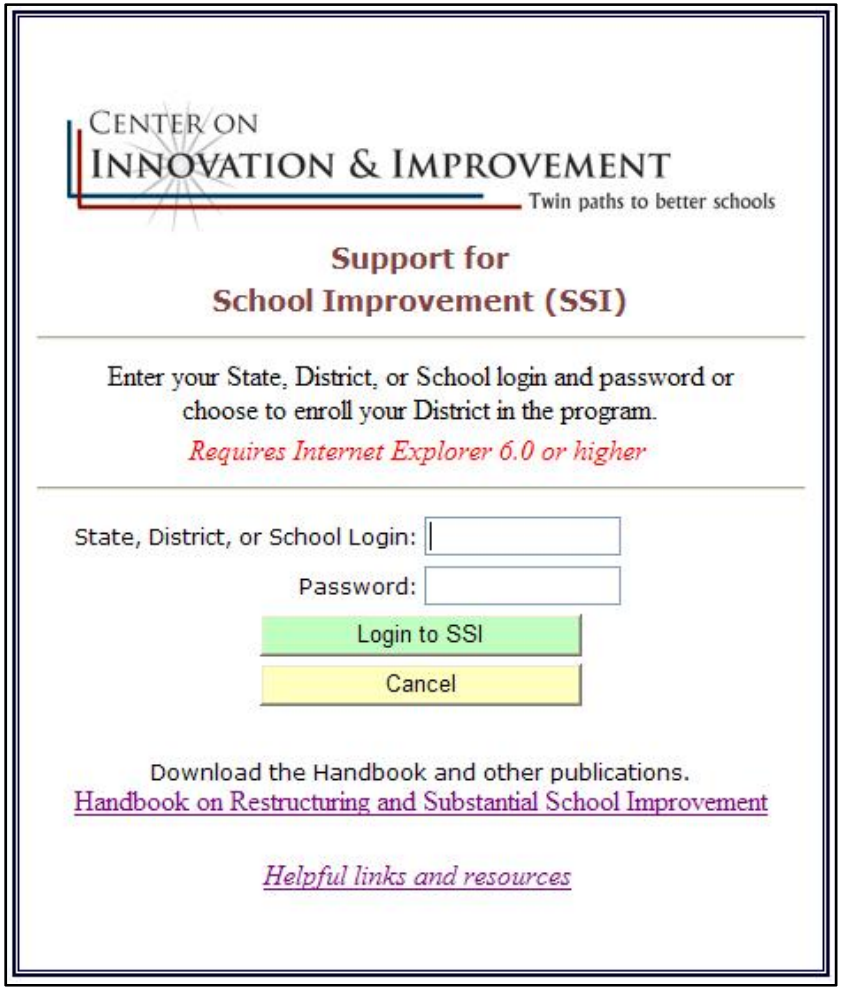
With that said, you're ready to begin…

**Getting Started**

1. To get to the Support for School Improvement web pages, you will need to open the website for Center on Innovation and Improvement – www.Centerii.org. On this web page click on the "Login or Enroll" button at the bottom right of the page (you may need to scroll down) in the Support for School Improvement box.



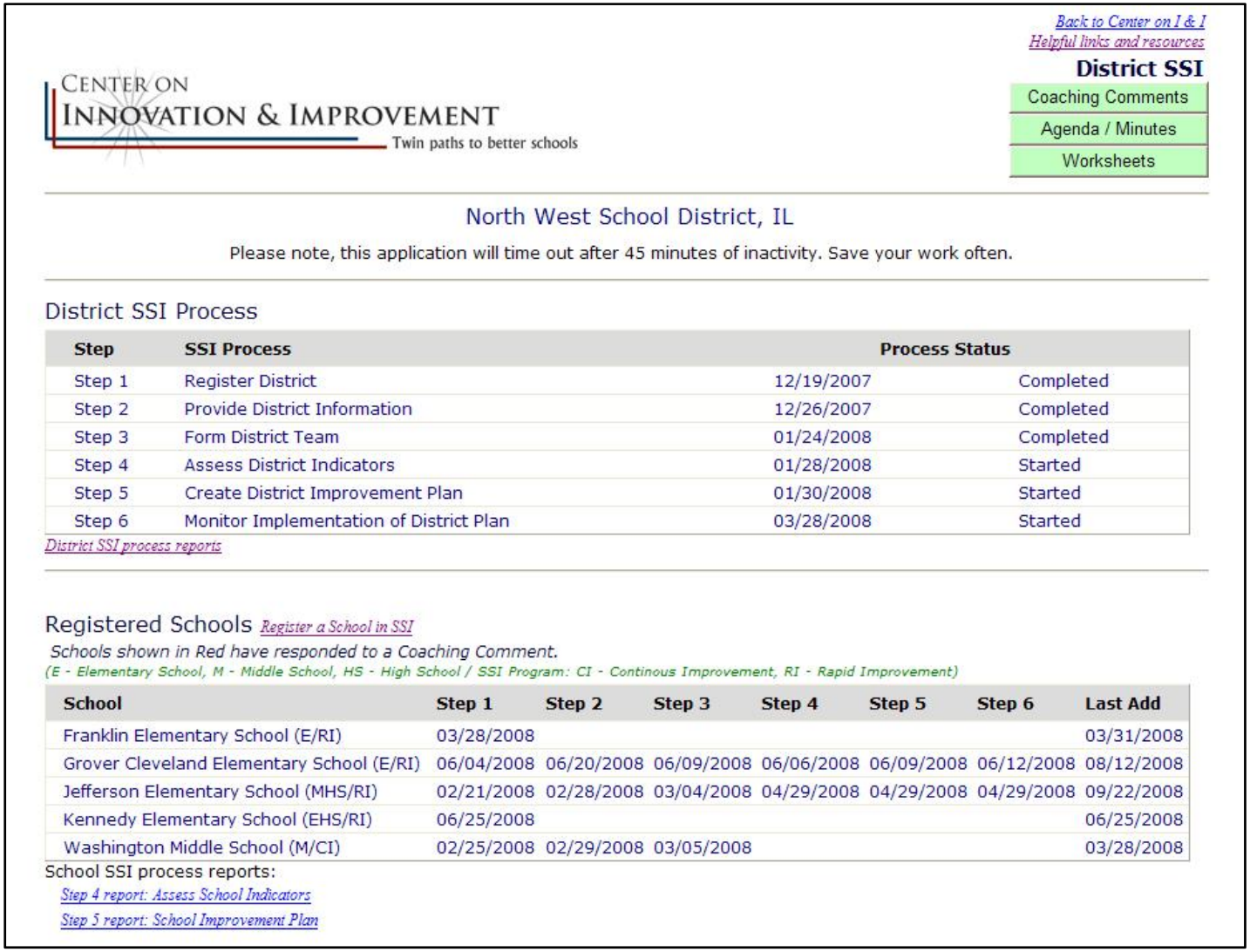
a. When your state registers your district, the district login and password information will be sent to the district superintendent and process manager. With this information in hand, you may return to the SSI login page to enter the web system. **Remember, this web-entry system requires you to use Internet Explorer 6.0 or higher.** (Use the link on the Center for Innovation and Improvement homepage at www.centerii.org to return to the login page.)



**District Level - SSI Process**

1. Welcome screen – When you login as a district, this is the first screen you'll see. At the top right of this page you will find some information on how to use this website, and possibly some information specific to your state. Click the "Continue to SSI" button to move into the SSI web entry system.

2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you completed or started your work will appear in the table. Below the table you will find the "District SSI process reports" link for printing the data you've entered in each step. The "Coaching Comments" screen is used for conversation between the district and state pertaining to specific steps or indicators. Agenda, Meeting Minutes, and Worksheets are also available for your use as you work through this process. In the bottom section of this page you will register schools to use the SSI system and track their progress.



Back to Center on I & I
Helpful links and resources

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

Coaching Comments
Agenda / Minutes
Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register District | 12/19/2007 | Completed |
| Step 2 | Provide District Information | 12/26/2007 | Completed |
| Step 3 | Form District Team | 01/24/2008 | Completed |
| Step 4 | Assess District Indicators | 01/28/2008 | Started |
| Step 5 | Create District Improvement Plan | 01/30/2008 | Started |
| Step 6 | Monitor Implementation of District Plan | 03/28/2008 | Started |

District SSI process reports

Registered Schools Register a School in SSI

Schools shown in Red have responded to a Coaching Comment.

(E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continous Improvement, RI - Rapid Improvement)

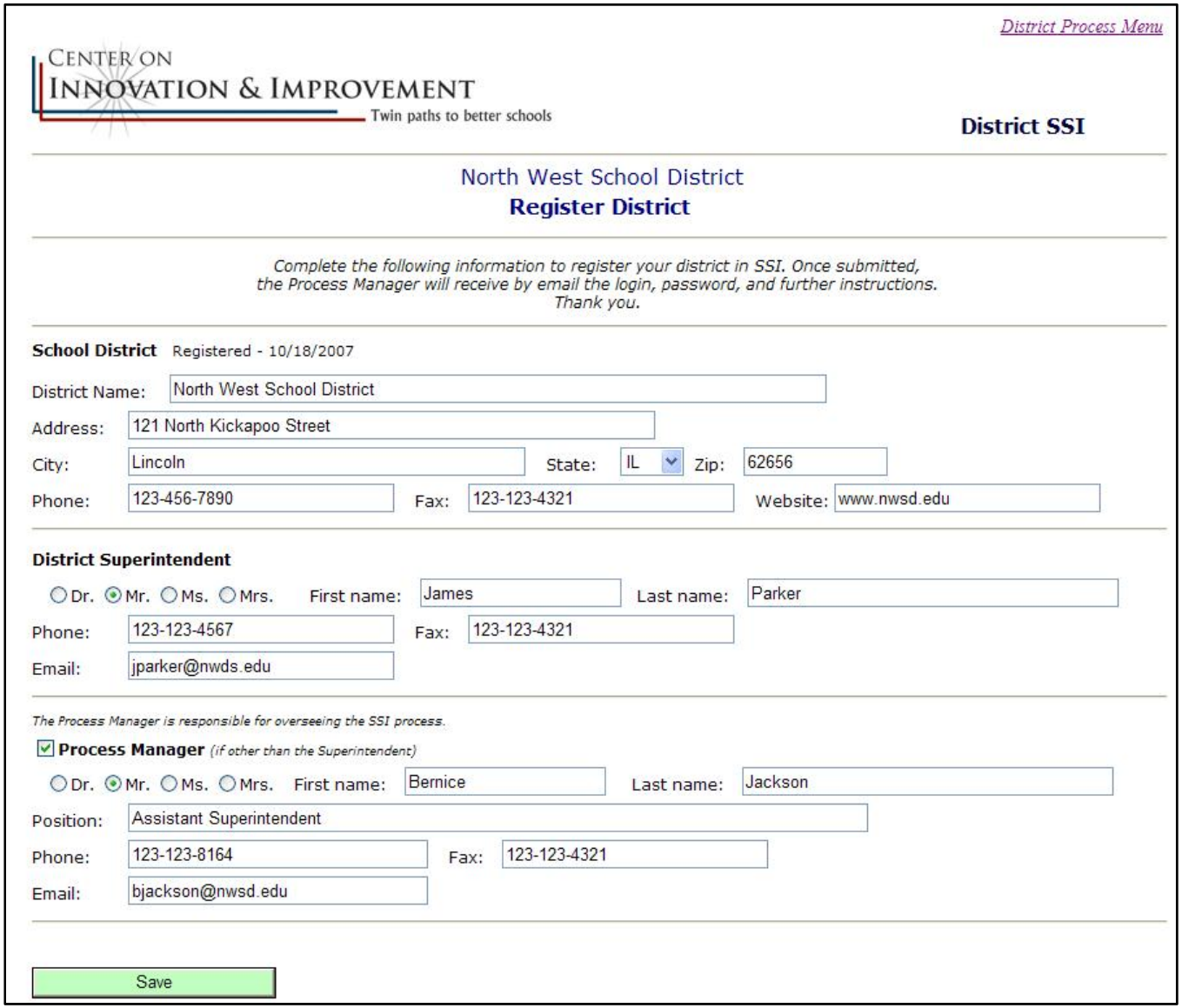
| School | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Last Add |
|---|---|---|---|---|---|---|---|
| Franklin Elementary School (E/RI) | 03/28/2008 | | | | | | 03/31/2008 |
| Grover Cleveland Elementary School (E/RI) | 06/04/2008 | 06/20/2008 | 06/09/2008 | 06/06/2008 | 06/09/2008 | 06/12/2008 | 08/12/2008 |
| Jefferson Elementary School (MHS/RI) | 02/21/2008 | 02/28/2008 | 03/04/2008 | 04/29/2008 | 04/29/2008 | 04/29/2008 | 09/22/2008 |
| Kennedy Elementary School (EHS/RI) | 06/25/2008 | | | | | | 06/25/2008 |
| Washington Middle School (M/CI) | 02/25/2008 | 02/29/2008 | 03/05/2008 | | | | 03/28/2008 |

School SSI process reports:

Step 4 report: Assess School Indicators

Step 5 report: School Improvement Plan

3. Entering/Editing District Data
   a. Step 1 – Register District – Here you will see the district information that was entered when your state registered you. You may edit this information as necessary. Click "Save" to save any changes you make.



District Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

North West School District
**Register District**

*Complete the following information to register your district in SSI. Once submitted, the Process Manager will receive by email the login, password, and further instructions. Thank you.*

**School District** Registered - 10/18/2007

District Name: North West School District
Address: 121 North Kickapoo Street
City: Lincoln State: IL Zip: 62656
Phone: 123-456-7890 Fax: 123-123-4321 Website: www.nwsd.edu

**District Superintendent**

Dr. Mr. Ms. Mrs. First name: James Last name: Parker
Phone: 123-123-4567 Fax: 123-123-4321
Email: jparker@nwds.edu

*The Process Manager is responsible for overseeing the SSI process.*

**Process Manager** *(if other than the Superintendent)*

Dr. Mr. Ms. Mrs. First name: Bernice Last name: Jackson
Position: Assistant Superintendent
Phone: 123-123-8164 Fax: 123-123-4321
Email: bjackson@nwsd.edu

Save

b. Step 2 – Provide District Information – In this form you will enter demographic and assessment data about your district. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.) Be sure to click "Save" when you are finished. Click the Print button to print a copy of the data you've entered.

District Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

North West School District
**Provide District Information**

*Suggestion: print this page, complete work, then enter information into web page.* Print

| **Schools in your District** | *# schools* | *enrollment* | *(numbers only)* |
|---|---|---|---|
| Elementary Schools | 2 | 450 | |
| Middle Schools | 0 | 0 | |
| High Schools | 0 | 0 | |
| Alternative Schools | 0 | 0 | |
| Other (list below) | | | |
| Other School 1 | | 0 | 0 |
| Other School 2 | | 0 | 0 |

**Percentage of Students by Ethnicity**

*Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)*

| | | | |
|---|---|---|---|
| 5 | % American Indian/Alaskan native | 10 | % Hispanic |
| 10 | % Asian/Pacific Islander | 63 | % White, not Hispanic |
| 10 | % African-American, not Hispanic | 2 | % Other |

**Other Student Demographics**

| | |
|---|---|
| 10 | % Percent of Students Qualifying for Free or Reduced Lunch |
| 5 | % Percent of Students Receiving Special Education (IEP students) |
| 98 | % School Attendance Percentage |
| 12 | % School Mobility Percentage |
| 5 | % Percent of Students that are Limited English Proficient (LEP) |
| 2 | % Percent of Students Whose Parents Read Spanish but not English |

**State Standards Assessment Scores**

c. Step 3 – Form District Team – Here you will enter the members of your District Team. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.) This team will include your Superintendent and your process manager (if different than your superintendent), and any others you choose to include from the school district and community. Use the "Add a Team Member" button (not shown here) to enter information about each member of your team. Click "Save" to add them to the list. If you need to edit or delete a team member's information, just click on his/her name to make the changes.

District Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

North West School District

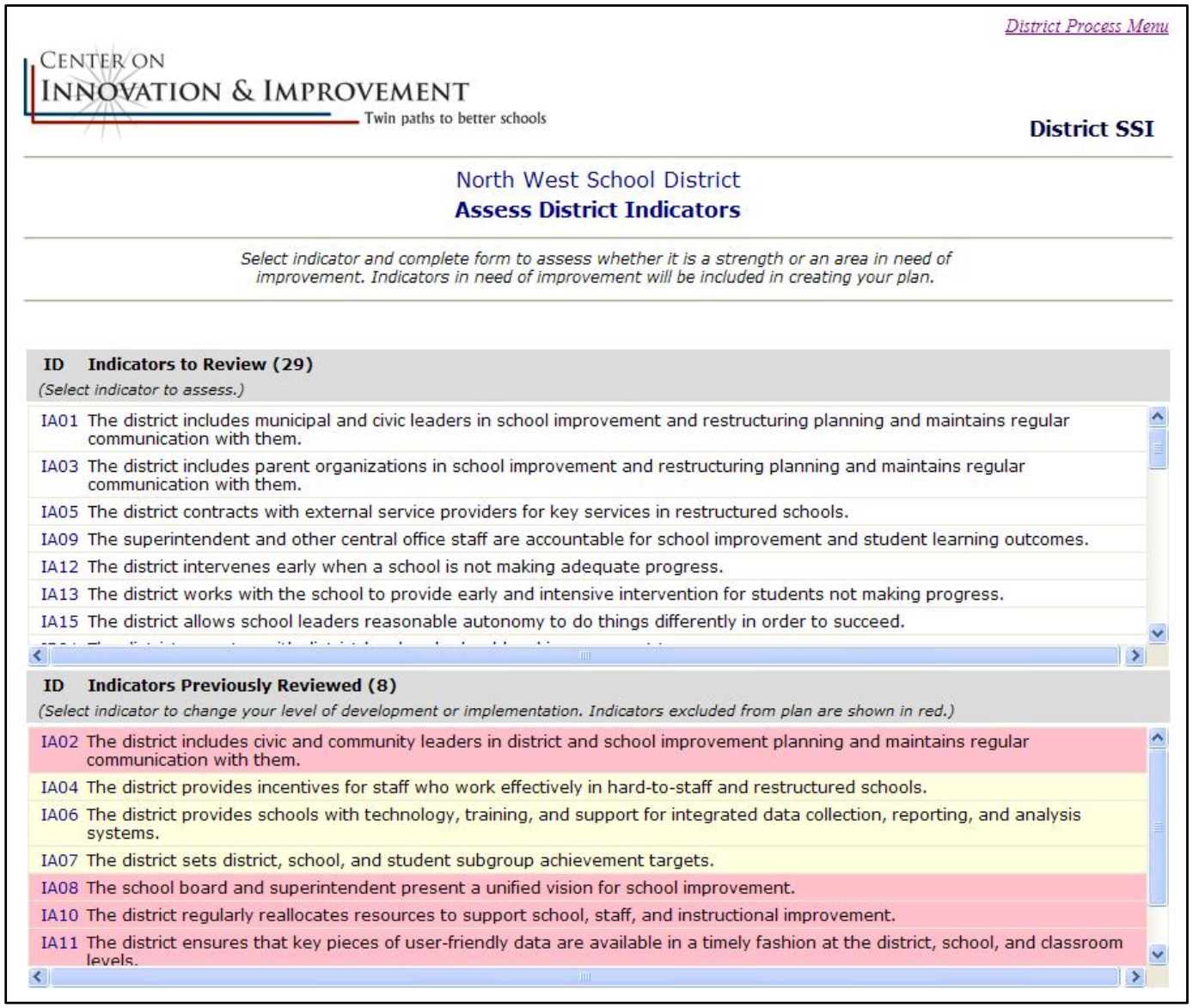
**Form District Team**

*Add a team member. Select a team member to update or delete.*

| Member | Association | Phone | Email |
|---|---|---|---|
| Dennis Calvin | District Staff | 123-123-8642 | dcalvin@nwds.edu |
| Mark Harris | Board Member | 123-123-6517 | mharris@hotmail.com |
| Bernice Jackson | Assistant Superintendent | 123-123-8164 | bjackson@nwsd.edu |
| James Parker | Superintendent | 123-123-4567 | jparker@nwds.edu |
| Brian Stanton | Community Leader | 123-125-8432 | bstanton@yahoo.com |
| Janet Swanson | District Staff | 123-123-8257 | jswanson@nwds.edu |
| *6 member(s)* | | | |

First Name:
Last Name:
Association: -- Other, please list - -> 
Phone:
Email:
Save Cancel

d. Step 4 – Assess District Indicators – On this page you will see the Indicators that are available to be assessed by the District. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.) Click on an indicator and complete the assessment entry form. Indicators in need of improvement will be included when creating your plan in Step 5. The indicators you have assessed will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red.



District Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

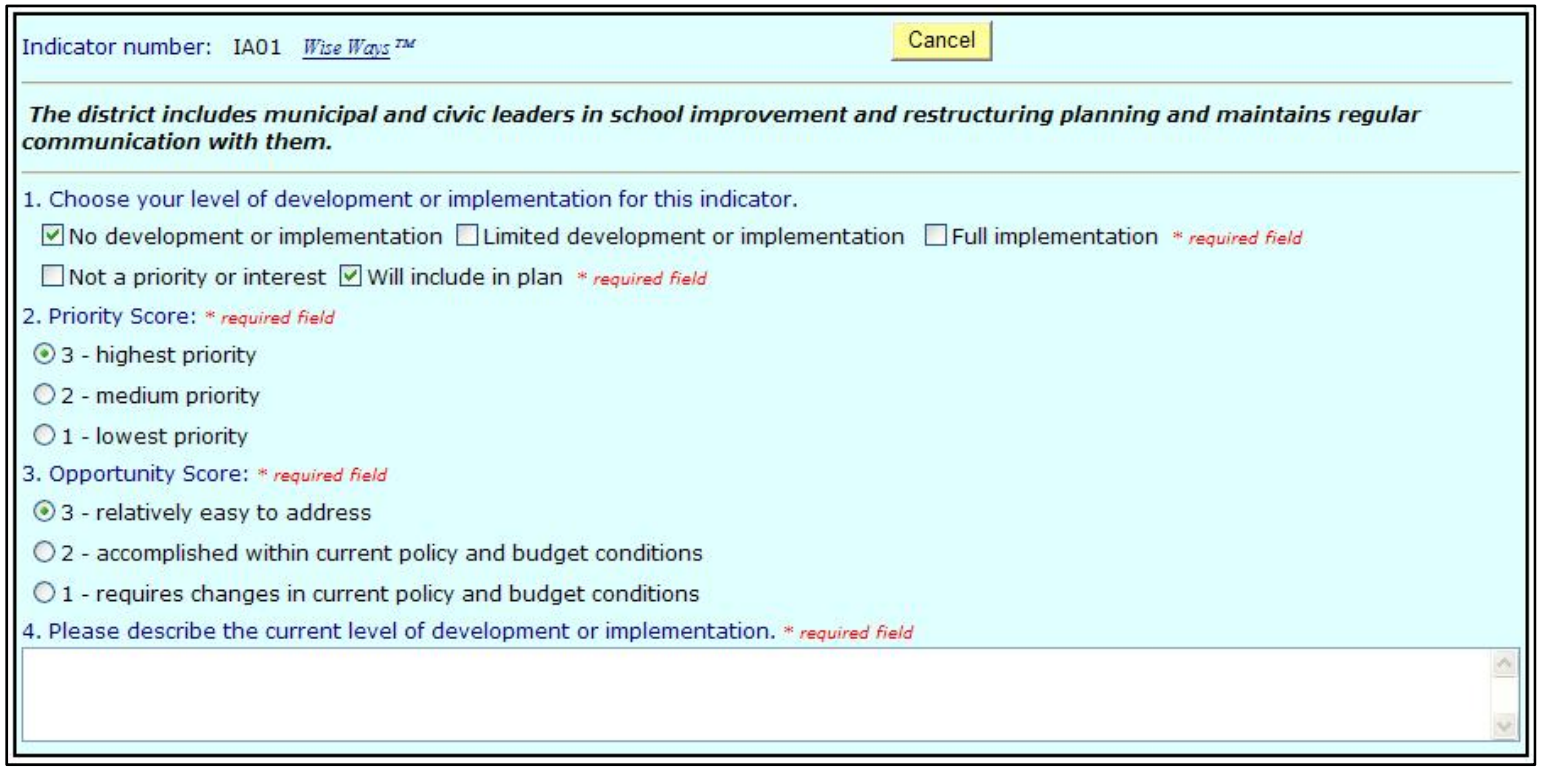
North West School District
**Assess District Indicators**

*Select indicator and complete form to assess whether it is a strength or an area in need of improvement. Indicators in need of improvement will be included in creating your plan.*

| ID | Indicators to Review (29) |
|---|---|
| | *(Select indicator to assess.)* |
| IA01 | The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them. |
| IA03 | The district includes parent organizations in school improvement and restructuring planning and maintains regular communication with them. |
| IA05 | The district contracts with external service providers for key services in restructured schools. |
| IA09 | The superintendent and other central office staff are accountable for school improvement and student learning outcomes. |
| IA12 | The district intervenes early when a school is not making adequate progress. |
| IA13 | The district works with the school to provide early and intensive intervention for students not making progress. |
| IA15 | The district allows school leaders reasonable autonomy to do things differently in order to succeed. |

| ID | Indicators Previously Reviewed (8) |
|---|---|
| | *(Select indicator to change your level of development or implementation. Indicators excluded from plan are shown in red.)* |
| IA02 | The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them. |
| IA04 | The district provides incentives for staff who work effectively in hard-to-staff and restructured schools. |
| IA06 | The district provides schools with technology, training, and support for integrated data collection, reporting, and analysis systems. |
| IA07 | The district sets district, school, and student subgroup achievement targets. |
| IA08 | The school board and superintendent present a unified vision for school improvement. |
| IA10 | The district regularly reallocates resources to support school, staff, and instructional improvement. |
| IA11 | The district ensures that key pieces of user-friendly data are available in a timely fashion at the district, school, and classroom levels. |

i. When assessing your indicators, if the level of development is "No development or Implementation" you will then determine if it is "Not a priority or interest" or "Will include in plan." If the indicator isn't a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the "Priority Score – how important is it to include this indicator in our plan at this time" and "Opportunity Score – the level of ease with which this indicator can be implemented," and describe the current level of development or implementation. The "Wise Ways" link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.


Indicator number: IA01 Wise Ways™ Cancel

***The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.***

1. Choose your level of development or implementation for this indicator.

☑ No development or implementation ☐ Limited development or implementation ☐ Full implementation * required field

☐ Not a priority or interest ☑ Will include in plan * required field

2. Priority Score: * required field

◉ 3 - highest priority

○ 2 - medium priority

○ 1 - lowest priority

3. Opportunity Score: * required field

◉ 3 - relatively easy to address

○ 2 - accomplished within current policy and budget conditions

○ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

ii. If you choose "Limited development or implementation" the following information must be completed.

Indicator number: IA01 *Wise Ways ™* Cancel

***The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.***

1. Choose your level of development or implementation for this indicator.

☐ No development or implementation ☑ Limited development or implementation ☐ Full implementation ** required field*

2. Priority Score: ** required field*

- ◉ 3 - highest priority
- ○ 2 - medium priority
- ○ 1 - lowest priority

3. Opportunity Score: ** required field*

- ◉ 3 - relatively easy to address
- ○ 2 - accomplished within current policy and budget conditions
- ○ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. ** required field*

iii. If you choose "Full Implementation" you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.

Indicator number: IA01 *Wise Ways ™* Cancel

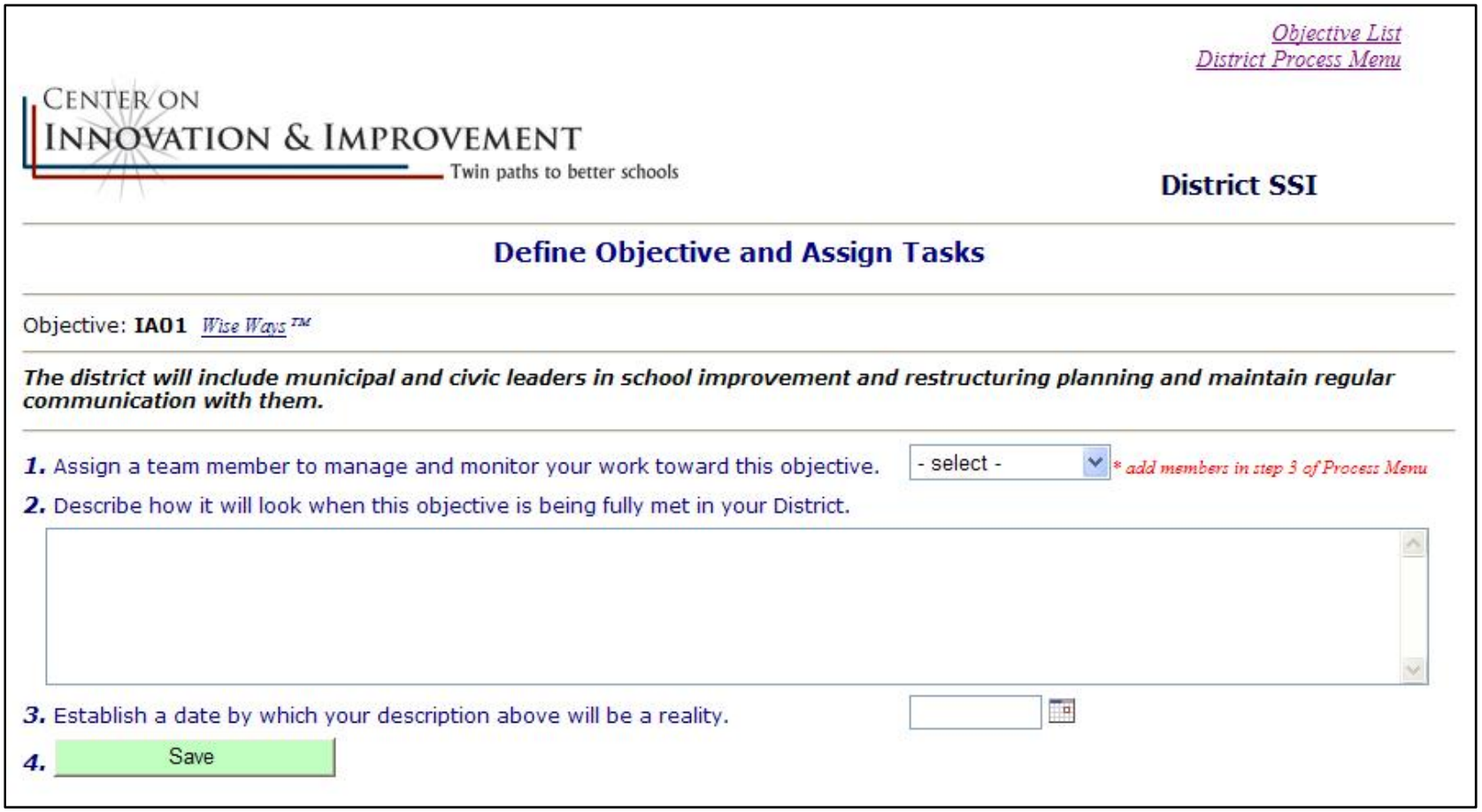
***The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.***

1. Choose your level of development or implementation for this indicator.

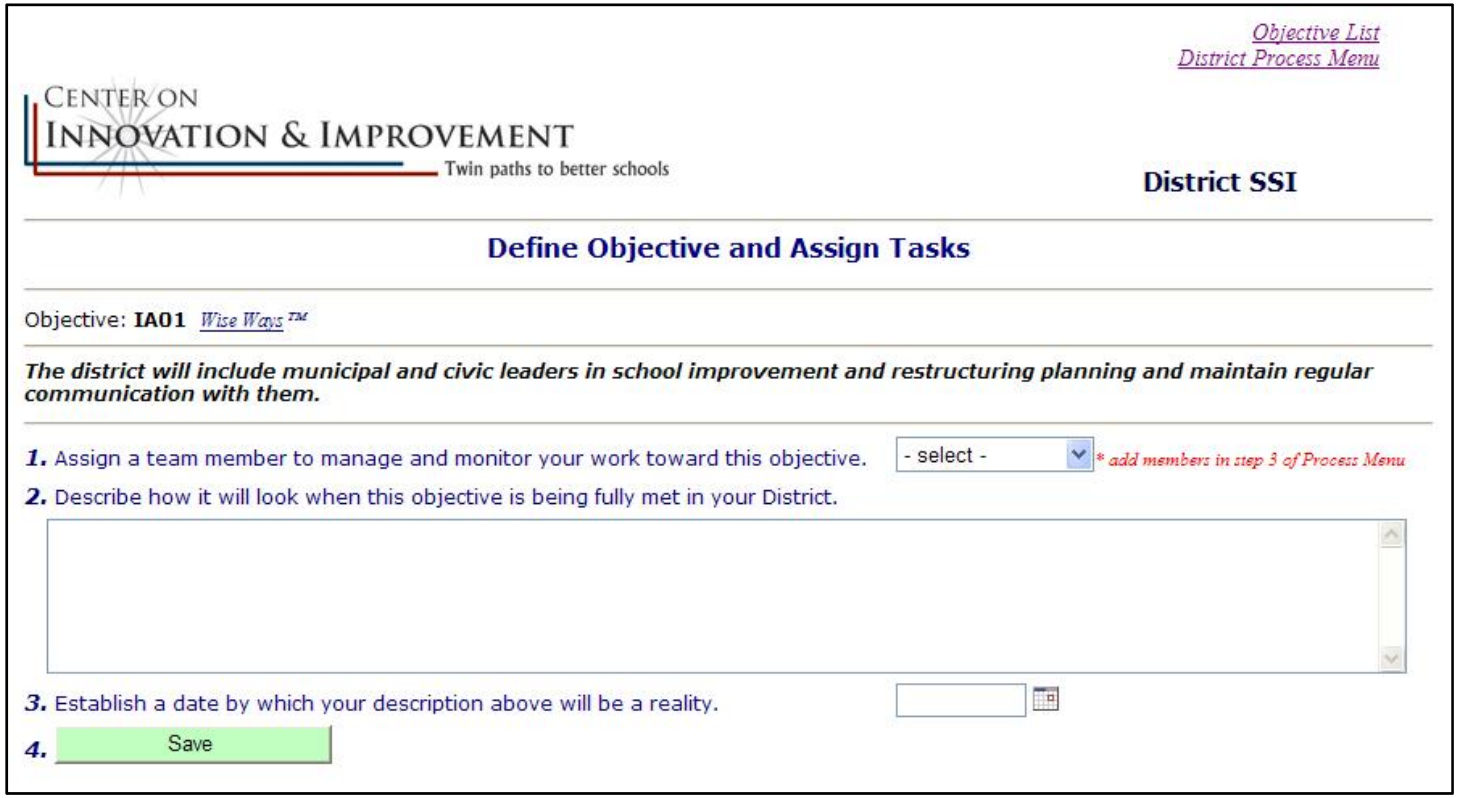
☐ No development or implementation ☐ Limited development or implementation ☑ Full implementation ** required field*

2. Please provide evidence that this indicator has been fully and effectively implemented. ** required field*

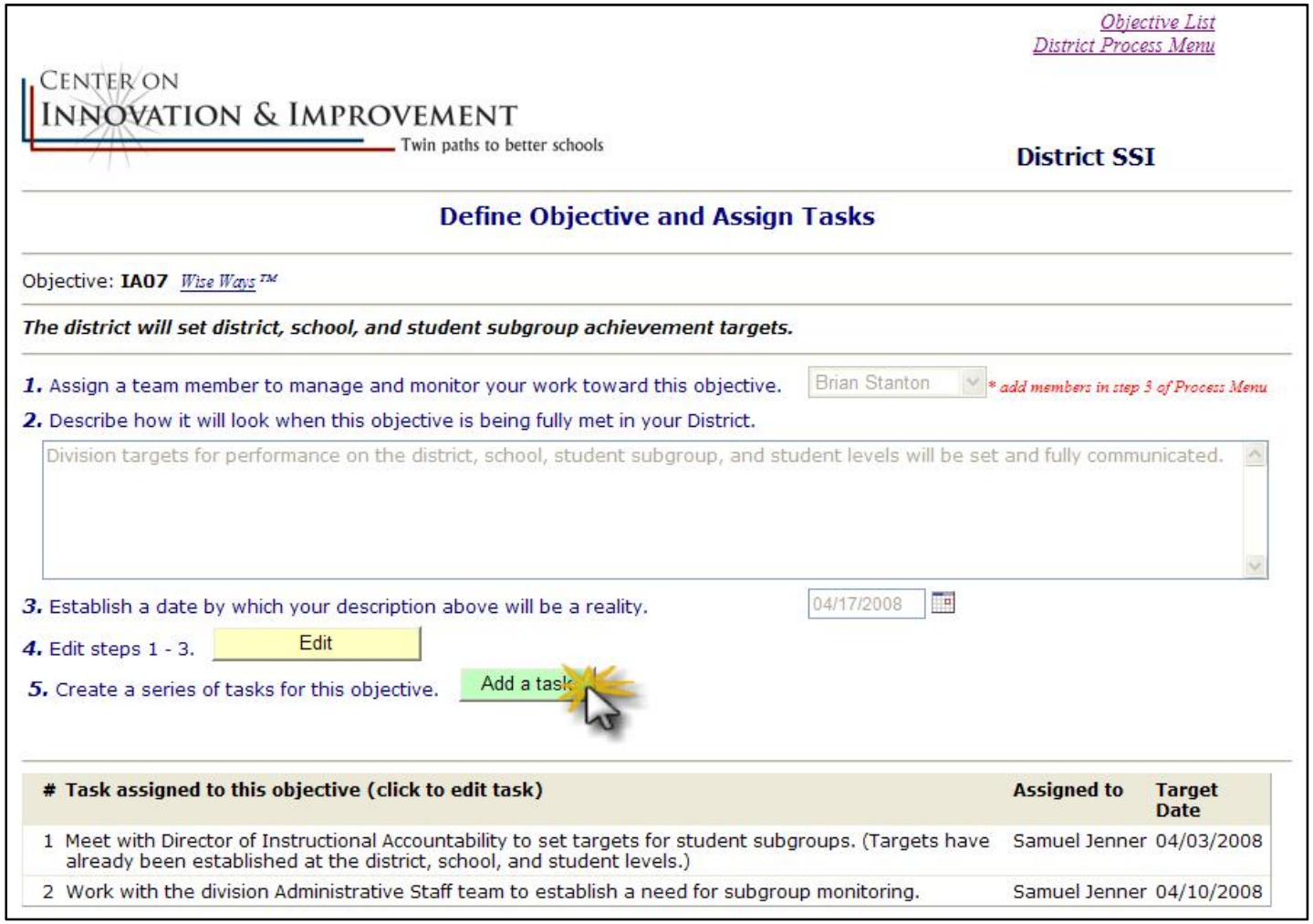
e. Step 5 – Create District Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. For each objective, you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. If the Index Score for an indicator is high, it is something that is a high priority and easy to accomplish. If the Index Score is low, it's a low priority and requires changes in current policy and budget conditions. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click on an objective to assign it to a team member.



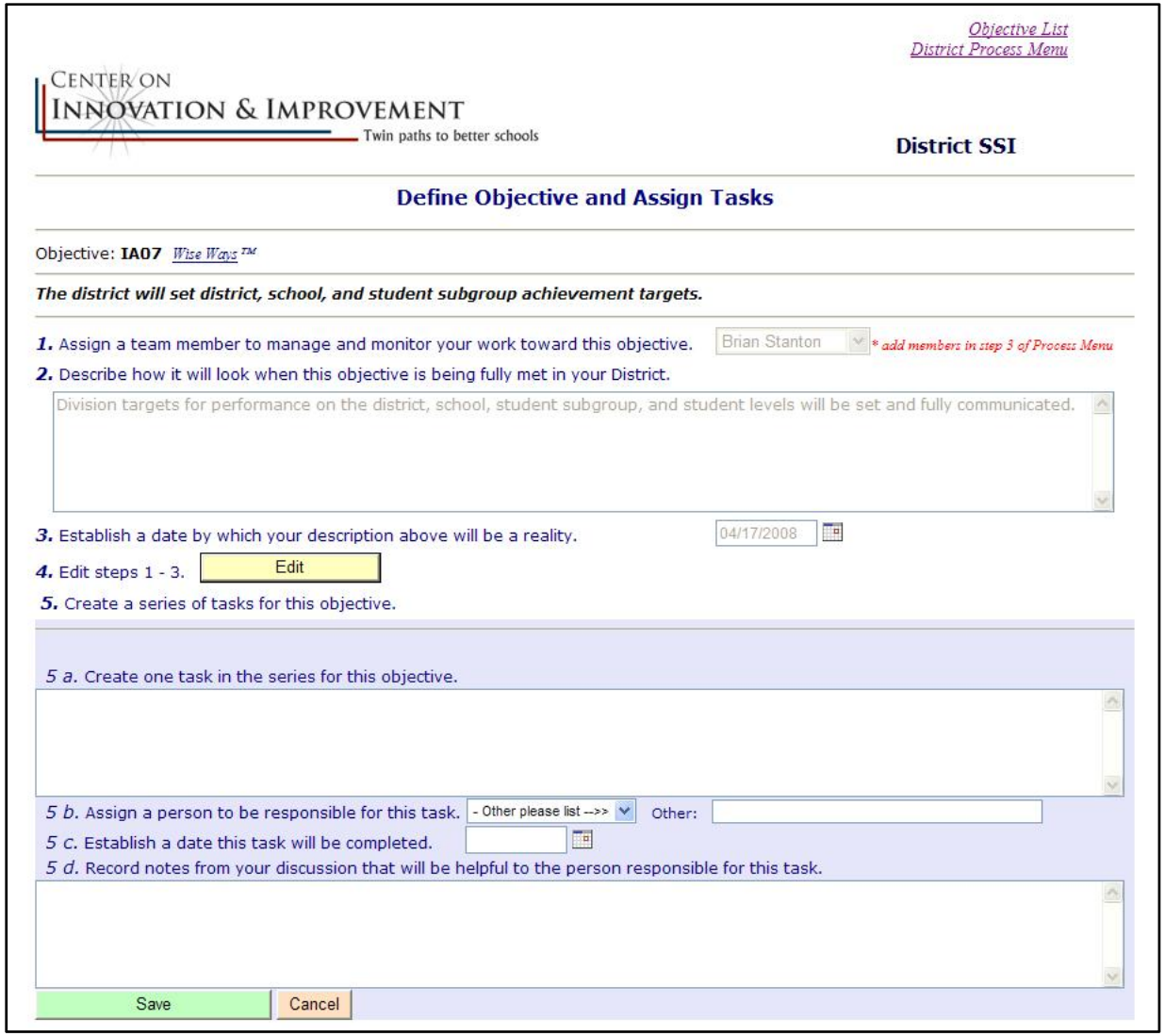
i. Assign the objective – First, you will choose a member of your District Team to manage and monitor the work toward this objective. <u>If the person you would like to assign to this objective is not already included in your district team, return to step 3 and add them before proceeding.</u> To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The "Wise Ways" link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click "Save" when you're finished.



ii. Create Tasks – Once the objective has been assigned to a team member, you will create a list of tasks needed to complete (or meet) the objective. Click the "Add a Task" button. (Note: You will see previously entered tasks listed at the bottom of this web page.)



iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the District Team, by choosing their name from the drop-down list, **OR** move to the "Other" field to enter the name of a person who is not on the District Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click "Save" once you've finished. Repeat to enter all tasks for the objective.



f. Step 6 – Monitor Implementation of District Plan – Now that your plan has been created, you will work to complete the assigned tasks and put the objectives into place in your district. The list of objectives you see on this page shows the person on the district team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed for each objective as you move forward in this process. The Status Reported column shows the date that all tasks for the objective were completed.

*District Process Menu*

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

North West School District

**Monitor Implemantaton of District Plan**

**District Plan (3 objectives)**

| ID | Select Objective to update task progress. | Assigned to | Target Date | Tasks | % Tasks Completed | Status Reported |
|---|---|---|---|---|---|---|
| IA04 | The district will provide incentives for staff who work effectively in hard-to-staff and restructured schools. | Bernice Jackson | 05/31/2008 | 8 | 12 % | |
| IA07 | The district will set district, school, and student subgroup achievement targets. | Brian Stanton | 04/17/2008 | 2 | 100 % | 05/16/2008 |
| IA14 | The district will recruit, train, support, and place personnel to competently address the problems of schools in need of improvement. | Dennis Calvin | 05/06/2008 | 7 | 0 % | |

i. Monitoring the completion of tasks – When you click an objective that has not yet been completed (shown in blue), you will see this screen. Here you see listed the tasks created for the objective, the person each task is assigned to, and the target date of completion. Click on a task to monitor the work being done.

*Monitor Plan List*
*District Process Menu*

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

## Monitor District Plan

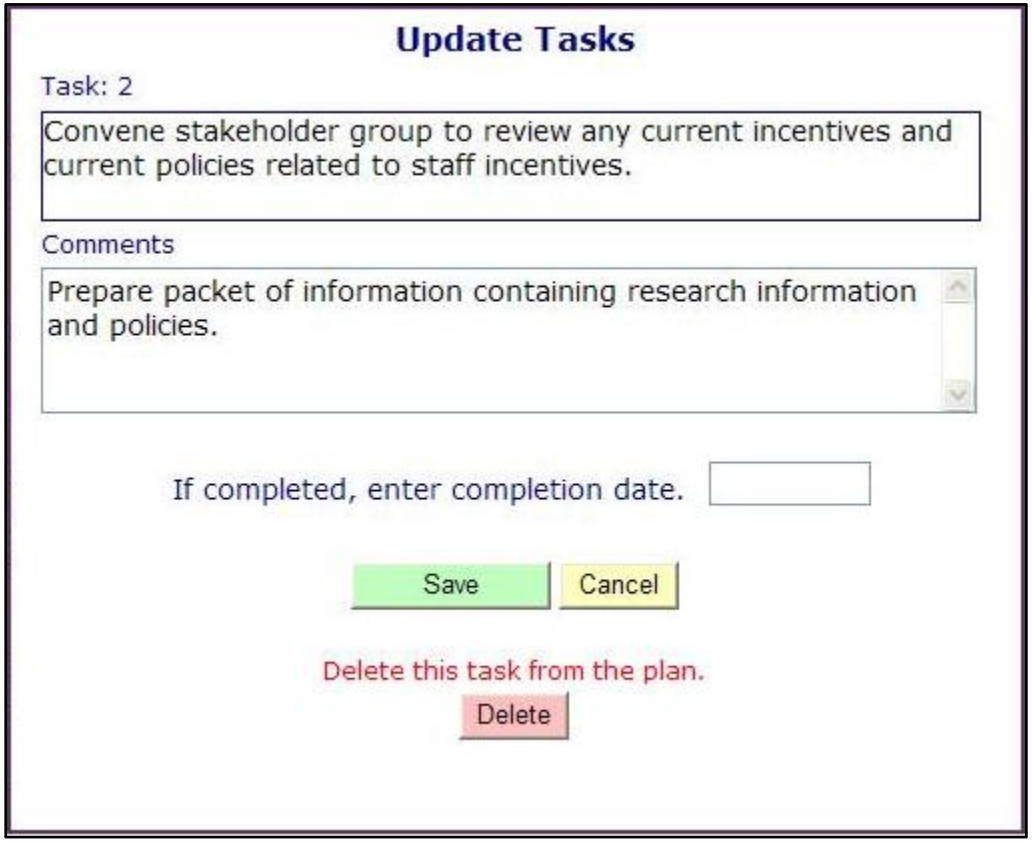
**Indicator: IA04 / Plan ID: 162**

***Objective: The district will provide incentives for staff who work effectively in hard-to-staff and restructured schools.***

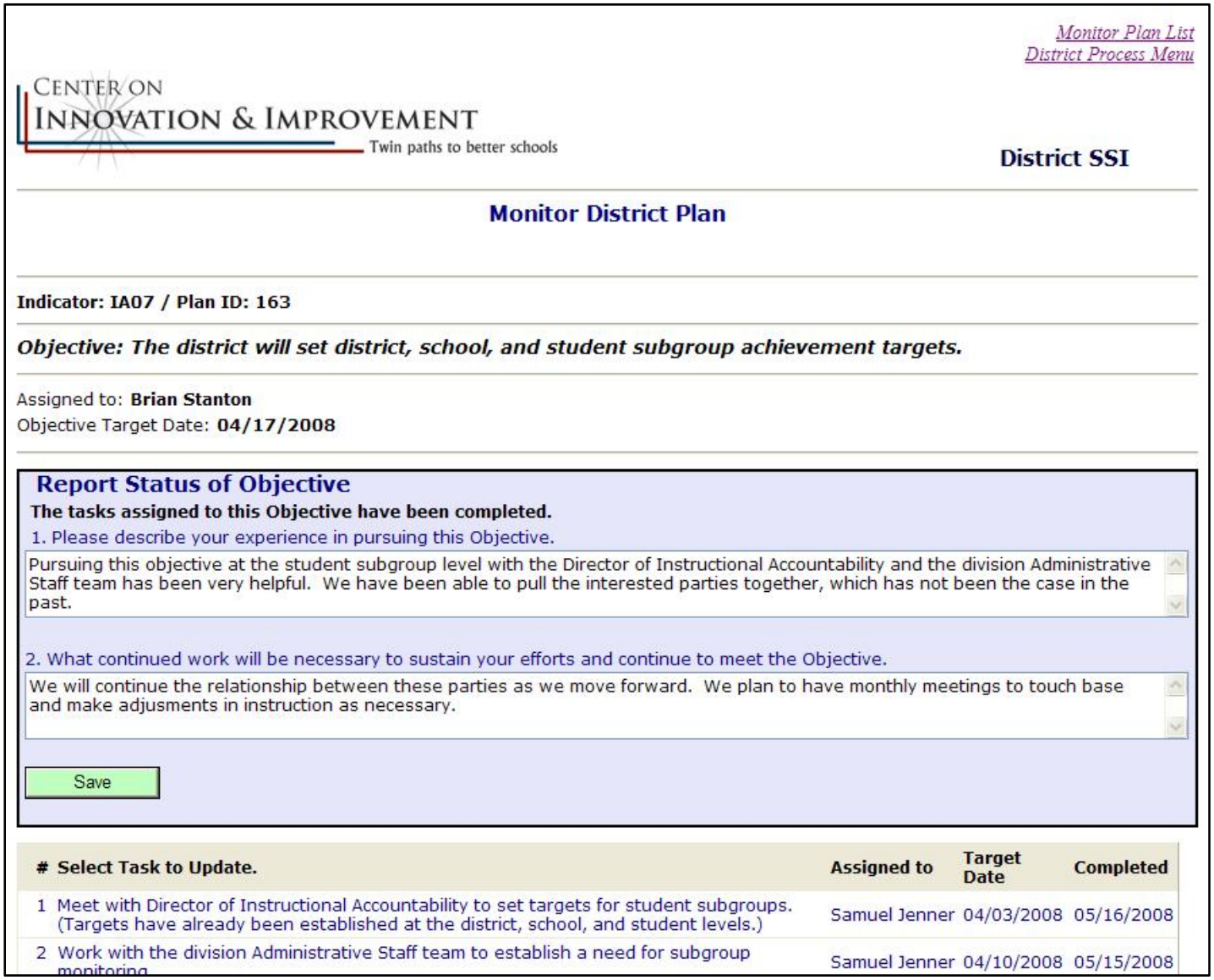
Assigned to: **Bernice Jackson**
Objective Target Date: **05/31/2008**

| # | Select Task to Update. | Assigned to | Target Date | Completed |
|---|---|---|---|---|
| 1 | Research best practices in providing incentives for staff who work in hard to staff and restructured schools. | Tom Clark | 03/29/2008 | 05/05/2008 |
| 2 | Convene stakeholder group to review any current incentives and current policies related to staff incentives. | Tom Clark | 04/05/2008 | |
| 3 | Review best practices and current policies for congruence. | Tom Clark | 04/10/2008 | |
| 4 | Crosswalk best practices with current school board policies on staff incentives. | Tom Clark | 04/17/2008 | |
| 5 | Recommend revisions to current policy or draft new policy if needed. | Tom Clark | 04/24/2008 | |
| 6 | Convene Policy Review Committee to present recommended revisions to current policies and/or new policies. | Tom Clark | 04/30/2008 | |
| 7 | Take recommended policies to School Board for consideration. | Tom Clark | 04/30/2008 | |
| 8 | Implement new policies adopted by Board. | Tom Clark | 05/03/2008 | |

1. Update Task - Here you will see the task that was created and any additional comments that were entered to provide help to the person the task is assigned to. The "Comments" field may be added to as the work on the task progresses. When the task has been completed, enter the date into the field provided and click "Save." If you want to exclude the task from the objective, you may do so by clicking the "Delete" button. **Do this only if you no longer want the task to be completed for the objective**.



2. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click "Save" when all data has been entered.



Monitor Plan List
District Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**

**Monitor District Plan**

**Indicator: IA07 / Plan ID: 163**

***Objective: The district will set district, school, and student subgroup achievement targets.***

Assigned to: **Brian Stanton**
Objective Target Date: **04/17/2008**

**Report Status of Objective**

**The tasks assigned to this Objective have been completed.**

1. Please describe your experience in pursuing this Objective.

Pursuing this objective at the student subgroup level with the Director of Instructional Accountability and the division Administrative Staff team has been very helpful. We have been able to pull the interested parties together, which has not been the case in the past.

2. What continued work will be necessary to sustain your efforts and continue to meet the Objective.

We will continue the relationship between these parties as we move forward. We plan to have monthly meetings to touch base and make adjusments in instruction as necessary.

Save

| # | Select Task to Update. | Assigned to | Target Date | Completed |
|---|---|---|---|---|
| 1 | Meet with Director of Instructional Accountability to set targets for student subgroups. (Targets have already been established at the district, school, and student levels.) | Samuel Jenner | 04/03/2008 | 05/16/2008 |
| 2 | Work with the division Administrative Staff team to establish a need for subgroup monitoring | Samuel Jenner | 04/10/2008 | 05/15/2008 |

4. District SSI Process Reports – the following reports are available to the district to report out its progress with the SSI system
    a. Step 1 - District Registration –registration data entered into the SSI system
    b. Step 2 - District Information – demographic and assessment data for the district
    c. Step 3 - Team Members – lists members of District Team
    d. Step 4
        i. List of Indicators Included in Plan – an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
        ii. Detailed Report of Assessed Indicators – a complete list of all indicators and their assessment data.
    e. Step 5
        i. List of Objectives Included in Plan – an abbreviated list of objectives in the plan, the description of how each objective will look when met, their P/O Index, the team member the objective is assigned to, and the target date.
        ii. Detailed Report of Objectives and Tasks – a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
    f. Step 6
        i. Progress Overview Report – an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported date.
        ii. Detailed Progress Report – a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the "experience" and "sustain" comments. This report may be filtered by team member.
    g. Comprehensive Plan Report – this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a district has made in the SSI program.
    h. Coaching Comments – this report lists all comments exchanged between the state and the district. The comments are listed in date order, with the state comments in blue and the district responses in black.

5. Other Helps – In the top right corner of the District main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.

a. SSI Resources
   i. SSI Indicators – The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.
   ii. SSI Instructions – The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.
   iii. Additional Resources
      1. Helpful Links and Resources – this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
      2. Center on I & I – this link will take you back to the home CII webpage.

b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the state. You as the district may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.

   i. You will receive notification, in red, on the District main page that you've received a coaching comment from the state.

SSI Resources

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Coaching Comments
Agenda / Minutes
Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process You have received a new Coaching Comment.

| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register District | 12/19/2007 | Completed |
| Step 2 | Provide District Information | 12/26/2007 | Completed |
| Step 3 | Form District Team | 01/24/2008 | Completed |
| Step 4 | Assess District Indicators | 01/28/2008 | Started |
| Step 5 | Create District Improvement Plan | 01/30/2008 | Started |
| Step 6 | Monitor Implementation of District Plan | 03/28/2008 | Started |

District SSI process reports

ii. Click on the "Coaching Comments" button to view the comments from the state. Any previous comments and your subsequent responses will be listed here. The state's comments are listed in blue with the Sender as "COACH." The district's comments are listed in black with the Sender as "*DISTRICT*." Click on the comment to which you would like to respond.

District Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

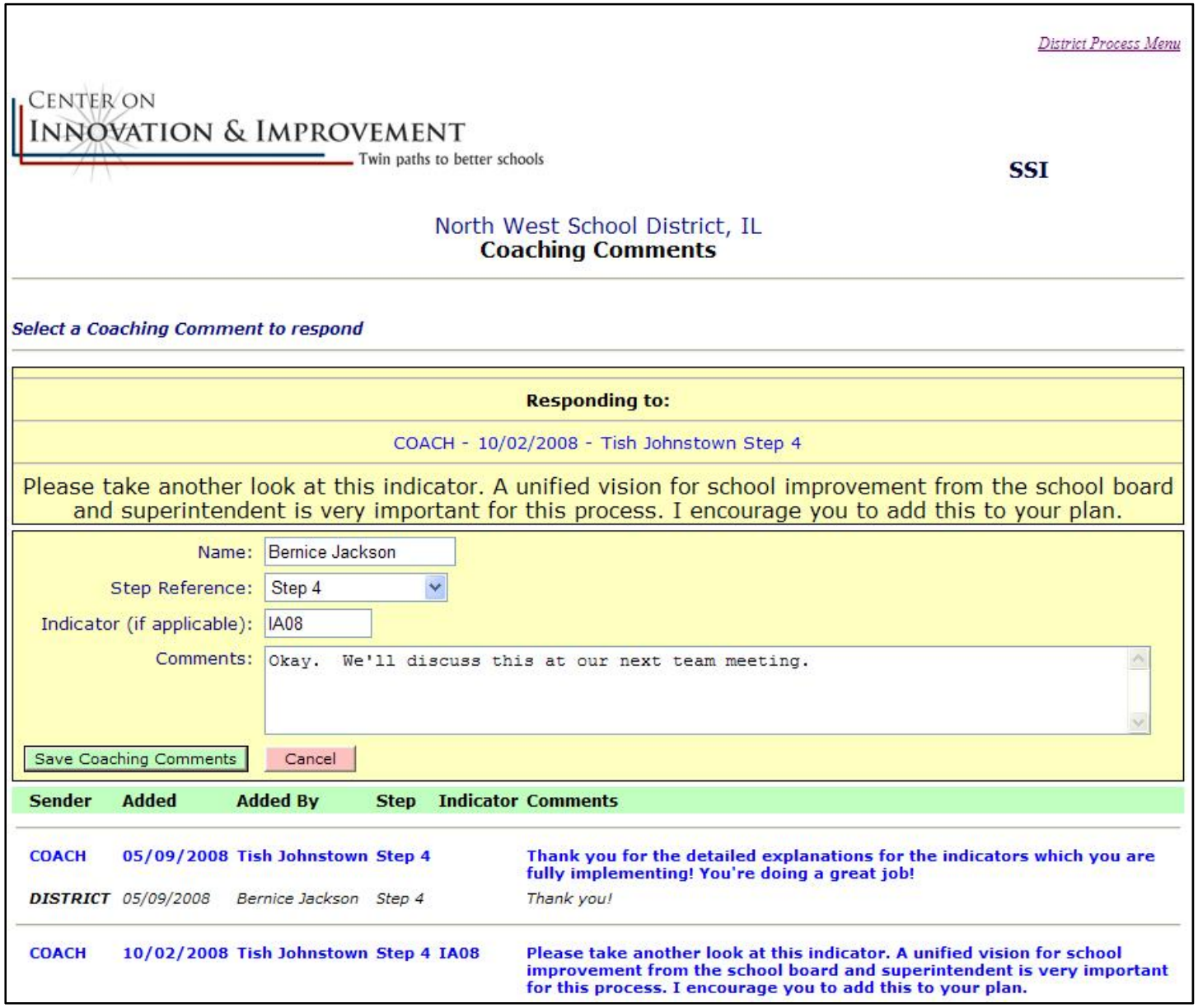
SSI

North West School District, IL
**Coaching Comments**

***Select a Coaching Comment to respond***

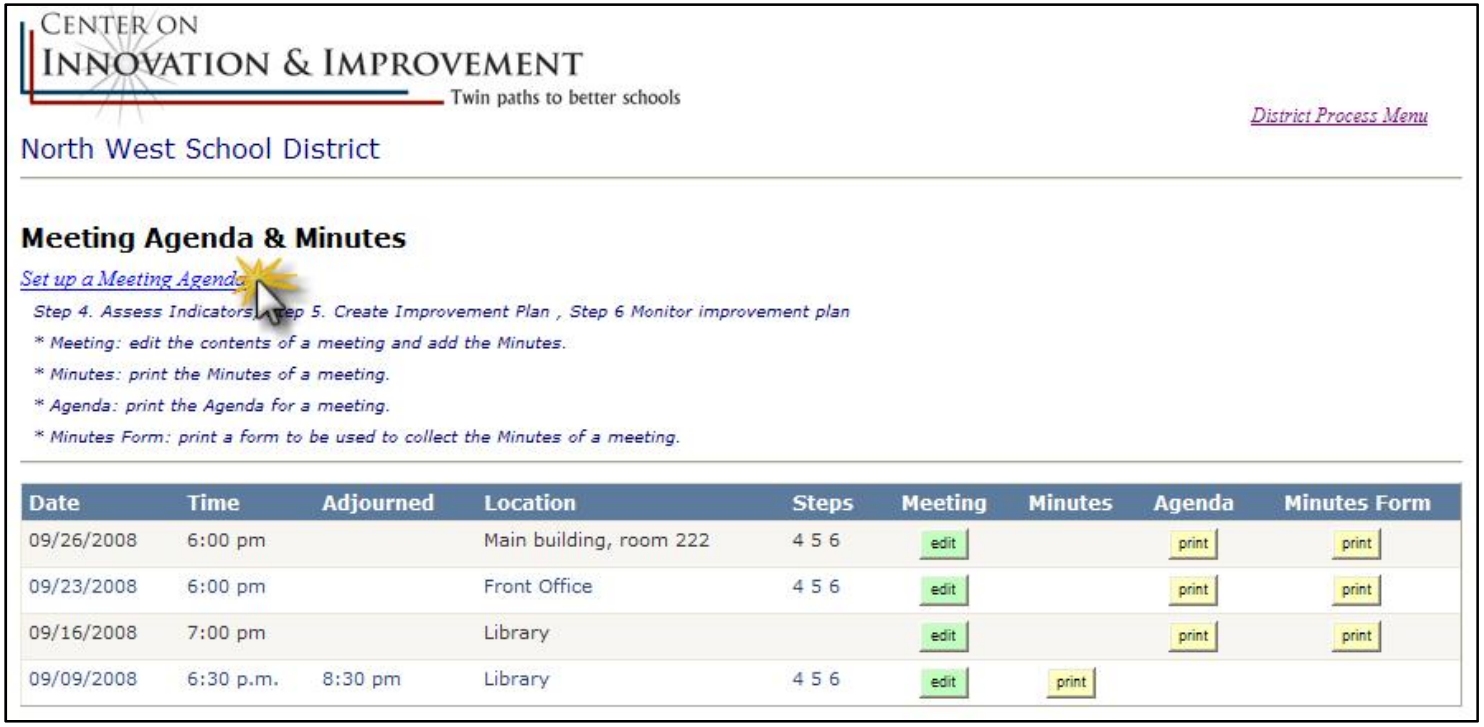
| Sender | Added | Added By | Step | Indicator | Comments |
|---|---|---|---|---|---|
| COACH | 05/09/2008 | Tish Johnstown | Step 4 | | Thank you for the detailed explanations for the indicators which you are fully implementing! You're doing a great job! |
| *DISTRICT* | *05/09/2008* | *Bernice Jackson* | *Step 4* | | *Thank you!* |
| COACH | 10/02/2008 | Tish Johnstown | Step 4 | IA08 | Please take another look at this indicator. A unified vision for school improvement from the school board and superintendent is very important for this process. I encourage you to add this to your plan. |

iii. This opens the fields where you will enter your response. Click "Save Coaching Comments" when you're finished. This will send a notification to the state that you have responded to their comment.

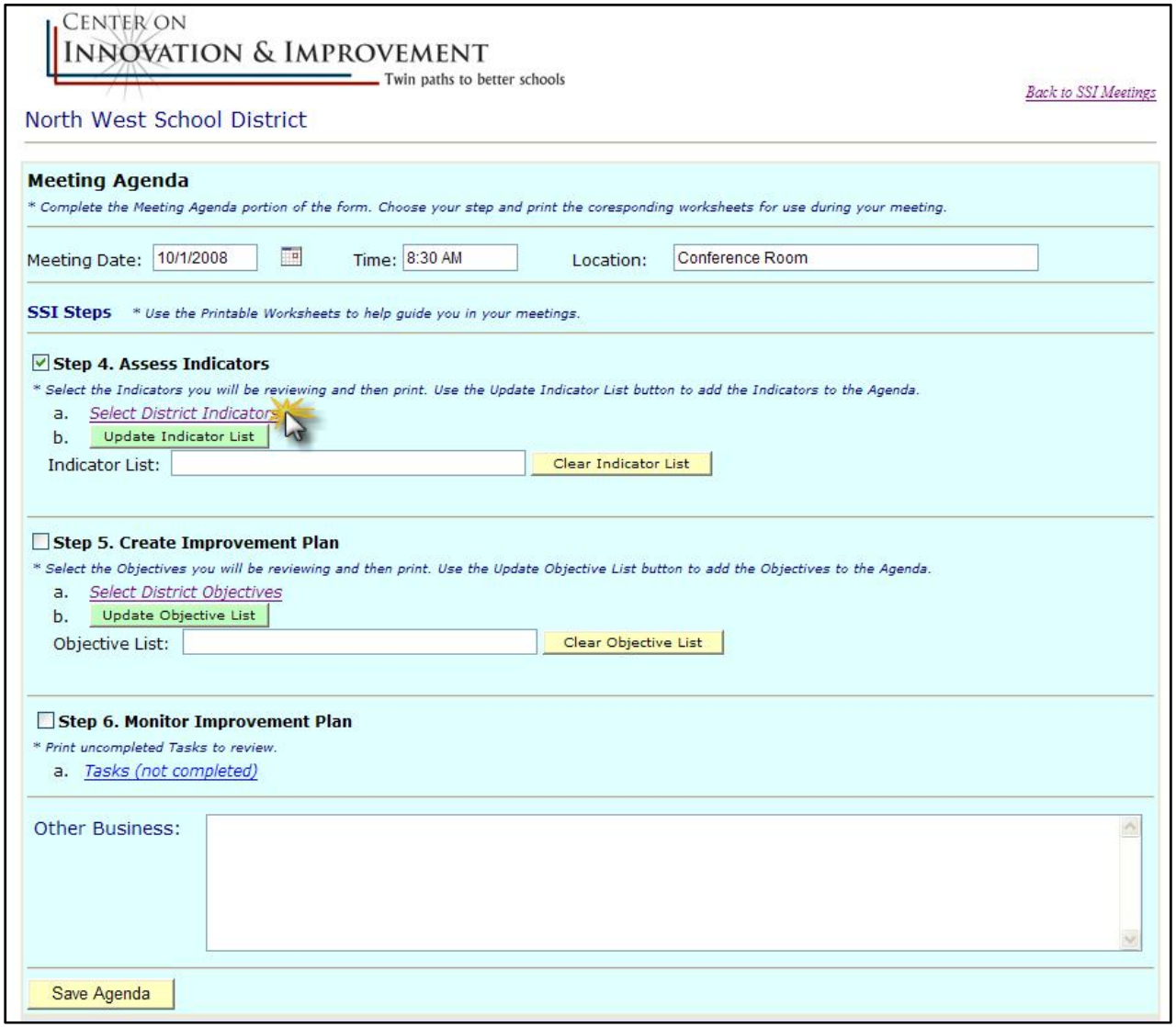


c. Agenda/Minutes – Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the "Agenda/Meeting Minutes" button to open. Once you've held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.

   i. First, let's create a new agenda. Click the "Set up a Meeting Agenda" link.



1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select District Indicators" link.



a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
b. Click the "Indicator List" button.

CENTER ON
INNOVATION & IMPROVEMENT
Twin paths to better schools

Date: _____

**Step 4. Assess District Indicators**

Select an indicator from the list and print worksheet. Indicator List Print

**1. Choose your level of development or implementation for this indicator.**

- ☐ No development or implementation **go to 1 - A**
- ☐ Limited development or implementation **go to 2**
- ☐ Full implementation **go to 2 - C**

**1 - A. IF No development or implementation is selected choose one**

- ☐ Not a priority or interest **Done**
- ☐ Will include in plan **go to 2**

**2. Priority Score:**

- ○ 3 - highest priority
- ○ 2 - medium priority
- ○ 1 - lowest priority **go to 3**

**3. Opportunity Score:**

- ○ 3 - relatively easy to address
- ○ 2 - accomplished within current policy and budget conditions
- ○ 1 - requires changes in current policy and budget conditions **go to 4**

**2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done**

**4. Please describe the current level of development or implementation. Done**

c. This opens a list of the all indicators that are available to be assessed. Click on an indicator that you will be assessing at your meeting, and then click the "Print" button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the district team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Date: _____

**Step 4. Assess District Indicators**

Select an indicator from the list and print worksheet. Indicator List Print

**Select and Indicator from the list.**

IA01 - The district includes municipal and civic leaders in school improvement and restructuring planning and maintains regular communication with them.

IA02 - The district includes civic and community leaders in district and school improvement planning and maintains regular communication with them.

IA03 - The district includes parent organizations in school improvement and restructuring planning and maintains regular communication with them.

IA04 - The district provides incentives for staff who work effectively in hard-to-staff and restructured schools.

IA05 - The district contracts with external service providers for key services in restructured schools.

IA06 - The district provides schools with technology, training, and support for integrated data collection, reporting, and analysis systems.

IA07 - The district sets district, school, and student subgroup achievement targets.

IA08 - The school board and superintendent present a unified vision for school improvement.

IA09 - The superintendent and other central office staff are accountable for school improvement and student learning outcomes.

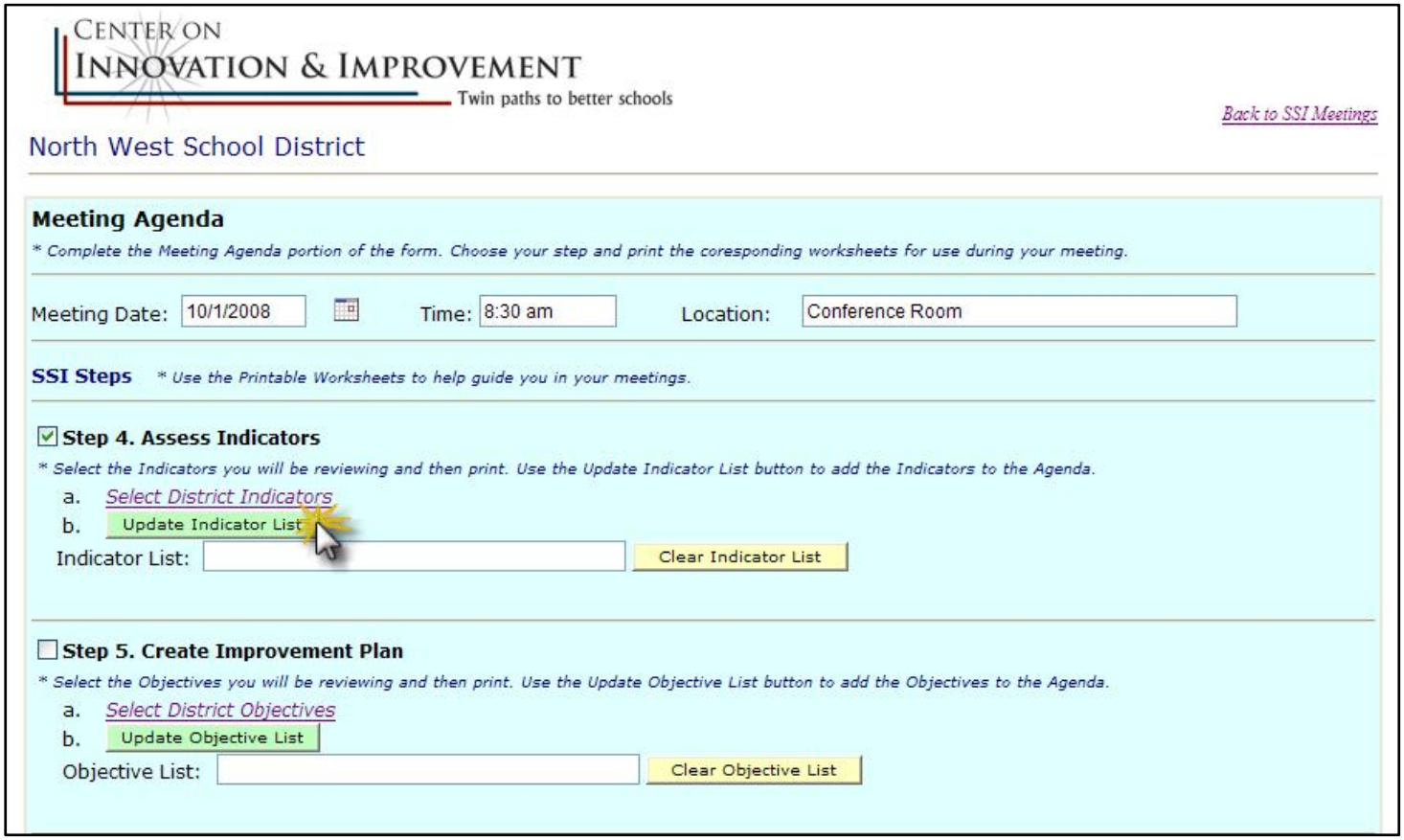
IA10 - The district regularly reallocates resources to support school, staff, and instructional improvement.

IA11 - The district ensures that key pieces of user-friendly data are available in a timely fashion at the district, school, and classroom levels.

IA12 - The district intervenes early when a school is not making adequate progress.

IA13 - The district works with the school to provide early and intensive intervention for students not making progress.

3. Next, click the "Update Indicator List" button to insert the indicator ids that you'll be assessing at your meeting into the Indicator List field on the agenda form.



a. Now you can move on to Step 5. Create Improvement Plan. Click the "Select District Objectives" link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Date: _____

**Step 5. Create District Improvement Plan**

*1. Select Objective List to display your Objectives.*
*2. Select an Objective from the displayed list and print.*
*3. Repeat steps 1 & 2 for each Objective you will review.*

Objective List | Print

***1.*** Assign a team member to manage and monitor your work toward this objective. _____

***2.*** Describe how it will look when this objective is being fully met in your District.

***3.*** Establish a date by which your description above will be a reality. ____ / _____ / _____

**Tasks**

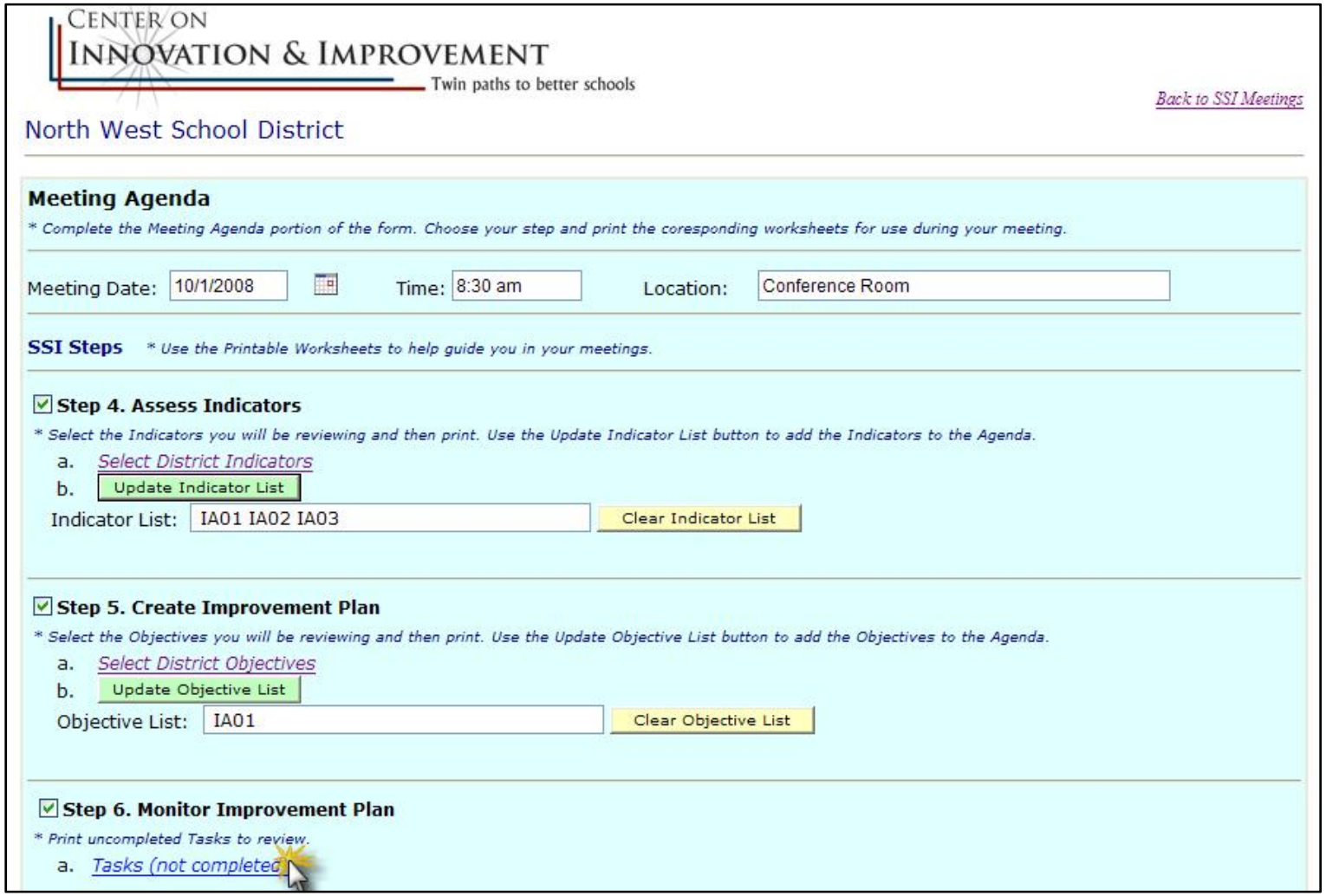
***T-1.*** Create a task for this objective.

***T-1a.*** Assign a person to be responsible for this task. _____

***T-1b.*** Establish a date this task will be completed. ____ / _____ / _____

***T-1c.*** Record notes from your discussion that will be helpful to the person responsible for this task.

4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.



a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Print

**Step 6. Monitor Plan Tasks (not completed)**

Assigned to : - All Assigned - * *Select a member from the dropdown list to filter Tasks.*

| Due Date | Task | Task Assigned | Objective |
|---|---|---|---|
| 03/29/2008 | Research best practices in providing incentives for staff who work in hard to staff and restructured schools. | Tom Clark | IA04 |
| 03/29/2008 | Convene a stakeholder group to review current staffing practices and related policies. | Brian Stanton | IA14 |
| 04/03/2008 | Research best practices in staffing hard to staff schools. | Brian Stanton | IA14 |
| 04/03/2008 | Meet with Director of Instructional Accountability to set targets for student subgroups. (Targets have already been established at the district, school, and student levels.) | Samuel Jenner | IA07 |
| 04/05/2008 | Convene stakeholder group to review any current incentives and current policies related to staff incentives. | Tom Clark | IA04 |
| 04/08/2008 | Review best practices and current policies for congruence. | Brian Stanton | IA14 |
| 04/10/2008 | Review best practices and current policies for congruence. | Tom Clark | IA04 |
| 04/10/2008 | Work with the division Administrative Staff team to establish a need for subgroup monitoring. | Samuel Jenner | IA07 |

5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click “Save Agenda” when you are finished.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Back to SSI Meetings

North West School District

**Meeting Agenda**

** Complete the Meeting Agenda portion of the form. Choose your step and print the coresponding worksheets for use during your meeting.*

Meeting Date: 10/1/2008 Time: 8:30 am Location: Conference Room

**SSI Steps** ** Use the Printable Worksheets to help guide you in your meetings.*

**Step 4. Assess Indicators**

** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. Select District Indicators
b. Update Indicator List

Indicator List: IA01 IA02 IA03 Clear Indicator List

**Step 5. Create Improvement Plan**

** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. Select District Objectives
b. Update Objective List

Objective List: IA01 Clear Objective List

**Step 6. Monitor Improvement Plan**

** Print uncompleted Tasks to review.*

a. Tasks (not completed)

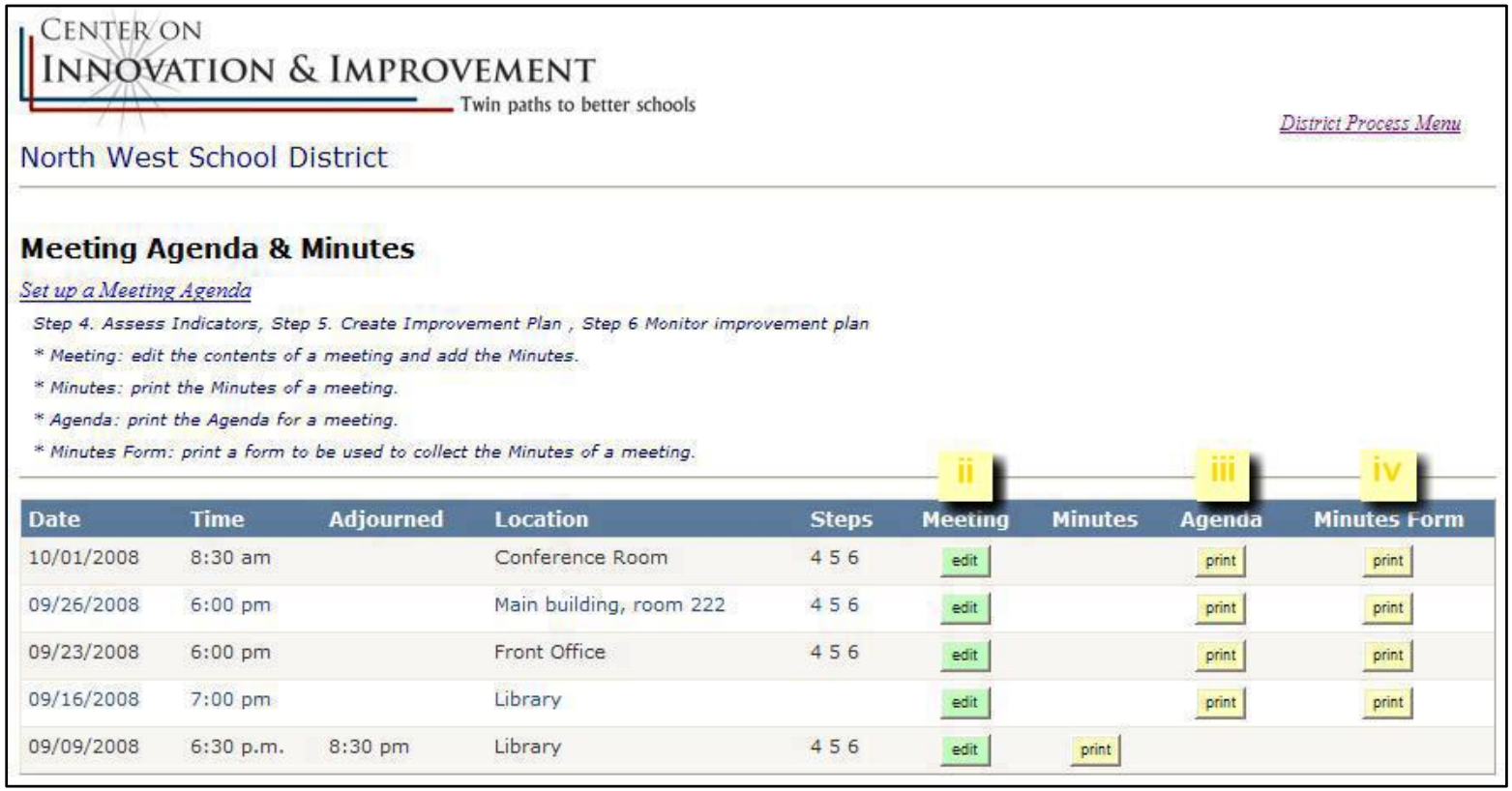
Other Business: Discuss other individuals that we would like to invite to be team members.

Save Agenda

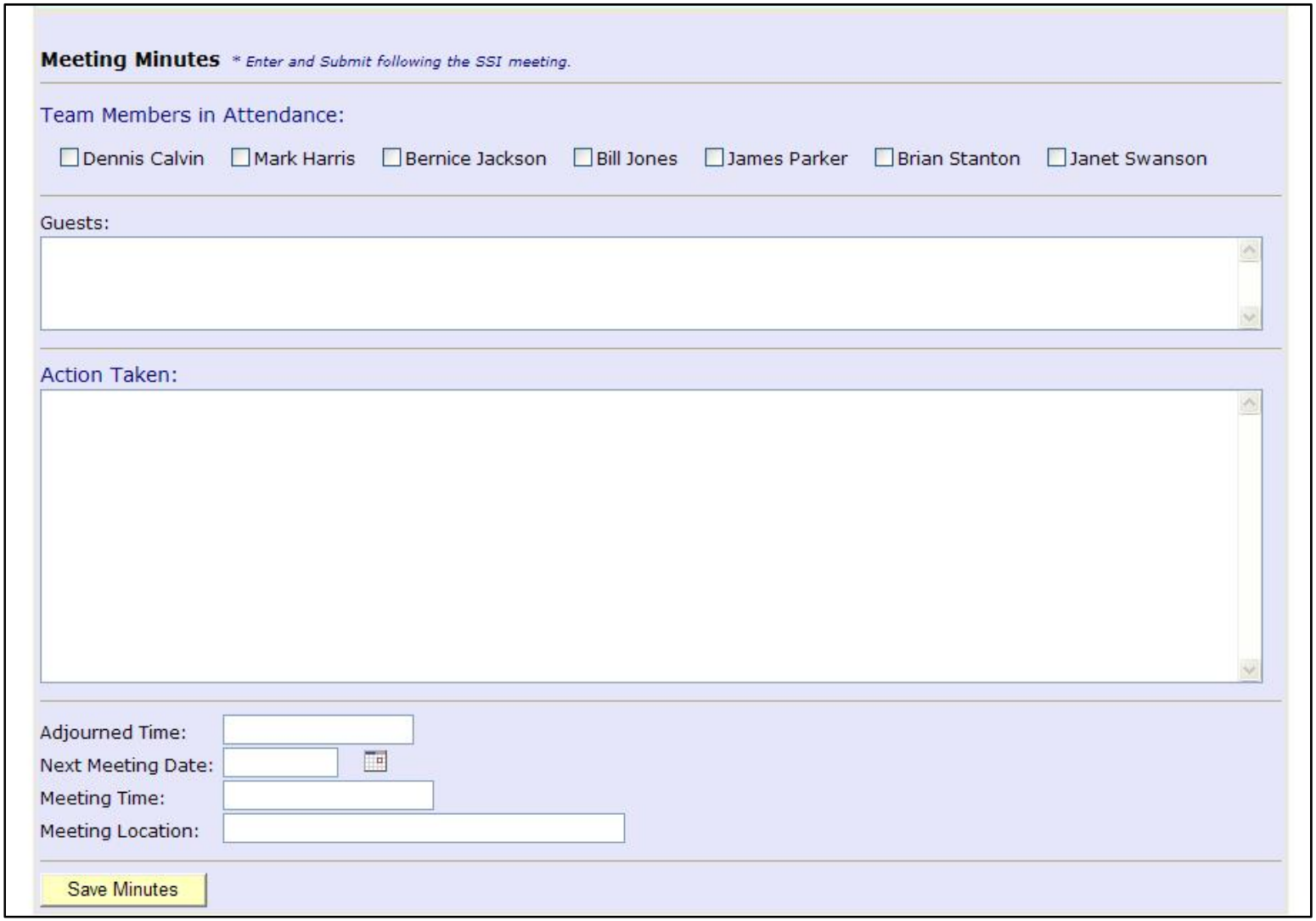
ii. Use the “edit” buttons to update your agenda information. (This is also the same screen you’ll use to update any minutes information.

iii. Use the “print” button in the “Agenda” column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)

iv. Use the “print” button in the “Minutes Form” column to print the “minutes” worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the "edit" button in the "Meeting" column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the "Save Minutes" button to save.



vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the "edit" button.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

District Process Menu

North West School District

## Meeting Agenda & Minutes

Set up a Meeting Agenda

*Step 4. Assess Indicators, Step 5. Create Improvement Plan , Step 6 Monitor improvement plan*

** Meeting: edit the contents of a meeting and add the Minutes.*

** Minutes: print the Minutes of a meeting.*

** Agenda: print the Agenda for a meeting.*

** Minutes Form: print a form to be used to collect the Minutes of a meeting.*

| Date | Time | Adjourned | Location | Steps | Meeting | Minutes | Agenda | Minutes Form |
|---|---|---|---|---|---|---|---|---|
| 10/01/2008 | 8:30 am | | Conference Room | 4 5 6 | edit | | print | print |
| 09/26/2008 | 6:00 pm | | Main building, room 222 | 4 5 6 | edit | | print | print |
| 09/23/2008 | 6:00 pm | | Front Office | 4 5 6 | edit | | print | print |
| 09/16/2008 | 7:00 pm | | Library | | edit | | print | print |
| 09/09/2008 | 6:30 p.m. | 8:30 pm | Library | 4 5 6 | edit | print | | |

d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

6. Register Schools
    a. Register a School in SSI – to register a school, you will complete and submit this form.
        i. In the portion of the School Registration form shown below you will provide contact information for the school, the School Principal, assign the role of School Process Manager (if other than the Principal), and name a District Liaison (optional). The Process Manager is appointed by the school team. This person will print out work sheets for team meetings and enter the team's work into the web-based SSI system. The District Liaison is a district-level person who will be the District's primary contact with the School Improvement Team.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**School SSI**

School Registration

Support for School Improvement (SSI)
Complete the following School Registration Information.

**School Information**

School Name:
Address:
City: State: Zip:
Phone: Fax: Website:

**School Principal**

Dr. Mr. Ms. Mrs. First name: Last name:
Phone: Fax:
Email:

**School Process Manager** *(if other than the School Principal)*
*The Process Manager is responsible for overseeing the SSI process at the School Level.*

Dr. Mr. Ms. Mrs. First name: Last name:
Position:
Phone: Fax:
Email:

**District Liaison**
*Optional, designate a district-level person who will be the District's primary contact with the School Improvement Team.*

ii. Please indicate whether the school is elementary, middle, or high school. You may choose one or any combination of these that best represents the grade levels taught in the school

**School Type**

- ☐ Elementary School
- ☐ Middle School
- ☐ High School

iii. We also ask that you indicate whether the school is in "Continuous Improvement – Making progress, incremental improvement is appropriate" or "Rapid Improvement –Chronically low-performing, in need of rapid improvement" status. This will determine the indicators the school will work with in the SSI system. If the school will be using the Rapid Improvement version of the SSI process, the school's Principal will be the Rapid Improvement Leader. A district-level person who will be the Rapid Improvement Leader Mentor should also be named at this time. This person will be responsible for coaching and overseeing the progress of the Rapid Improvement Leader. Be sure to click the "Submit Request" button when you are finished.

**SSI Program**

*The SSI program provides two seperate improvement tracks. The **Continuous Improvement** track is guided by the school improvement team and based on indicators from continuous improvement research. The **Rapid Improvement** track is guided by the school improvement team, includes a special planning system for the principal (Rapid Improvement Leader), and is based on rapid improvement research. The Rapid Improvement track requires the district designate a district-level person who will be responsible for coaching and overseeng the progress of the Rapid Improvement Leader (school's principal).*

- ☐ Continuous Improvement - School is making progress, incremental improvement is appropriate
- ☑ Rapid Improvement - School is chronically low-performing, in need of rapid improvement

**Rapid Improvement Leader Mentor**

*Please designate the district-level person who will be responsible for coaching and overseeng the progress of the Rapid Improvement Leader (school's principal).*

Choose a Rapid Improvement Leader Mentor or add a new RIL Mentor below. - select -

* ○ Dr. ○ Mr. ○ Ms. ○ Mrs. First name:* Last name:*

Position: Phone: *

Email: * Fax:

Submit Request

b. Registered Schools – the schools that have been registered by your district will be listed in the bottom section of the District Process Menu page. The coding to the right of the school name indicates the grade level – E=elementary, M=middle, and HS=High School, and SSI Program – CI=Continuous Improvement, RI=Rapid Improvement. The dates shown next to the school names indicate the school's progress as they work through each step. The "Last Add" date indicates the last date that the school made any changes to their data. If the school's name is shown in red, they have responded to a coaching comment which was initiated by the district. (We will cover this later in the instruction booklet.) You may click on a school name to open the school's SSI web entry pages to monitor their progress.

Registered Schools *Register a School in SSI*

*Schools shown in Red have responded to a Coaching Comment.*

*(E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continous Improvement, RI - Rapid Improvement)*

| School | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Last Add |
|---|---|---|---|---|---|---|---|
| Franklin Elementary School (E/RI) | 03/28/2008 | | | | | | 03/31/2008 |
| Grover Cleveland Elementary School (E/RI) | 06/04/2008 | 06/20/2008 | 06/09/2008 | 06/06/2008 | 06/09/2008 | 06/12/2008 | 06/20/2008 |
| Jefferson Elementary School (E/CI) | 02/21/2008 | 02/28/2008 | 03/04/2008 | 04/29/2008 | 04/29/2008 | 04/29/2008 | 06/18/2008 |
| Washington Middle School (M/CI) | 02/25/2008 | 02/29/2008 | 03/05/2008 | | | | 03/28/2008 |

School SSI process reports:

*Step 4 report: Assess School Indicators*

*Step 5 report: School Improvement Plan*

c. Step 4 report: Assess School Indicators – this report allows the district to view the progress the registered schools have made in assessing their indicators. To view the report:

   i. Choose one of the schools from the drop-down list

   ii. To view all indicators that have been assessed check the "All Assessed Indicators" box

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Print

Jefferson Elementary School

Step 4: Assess School Indicators

*1. Choose a School.*

*2. Choose Indicators to view: Check "All Assessed Indicators" or Select "Filter Indicators" to choose specific Indicators to view.*

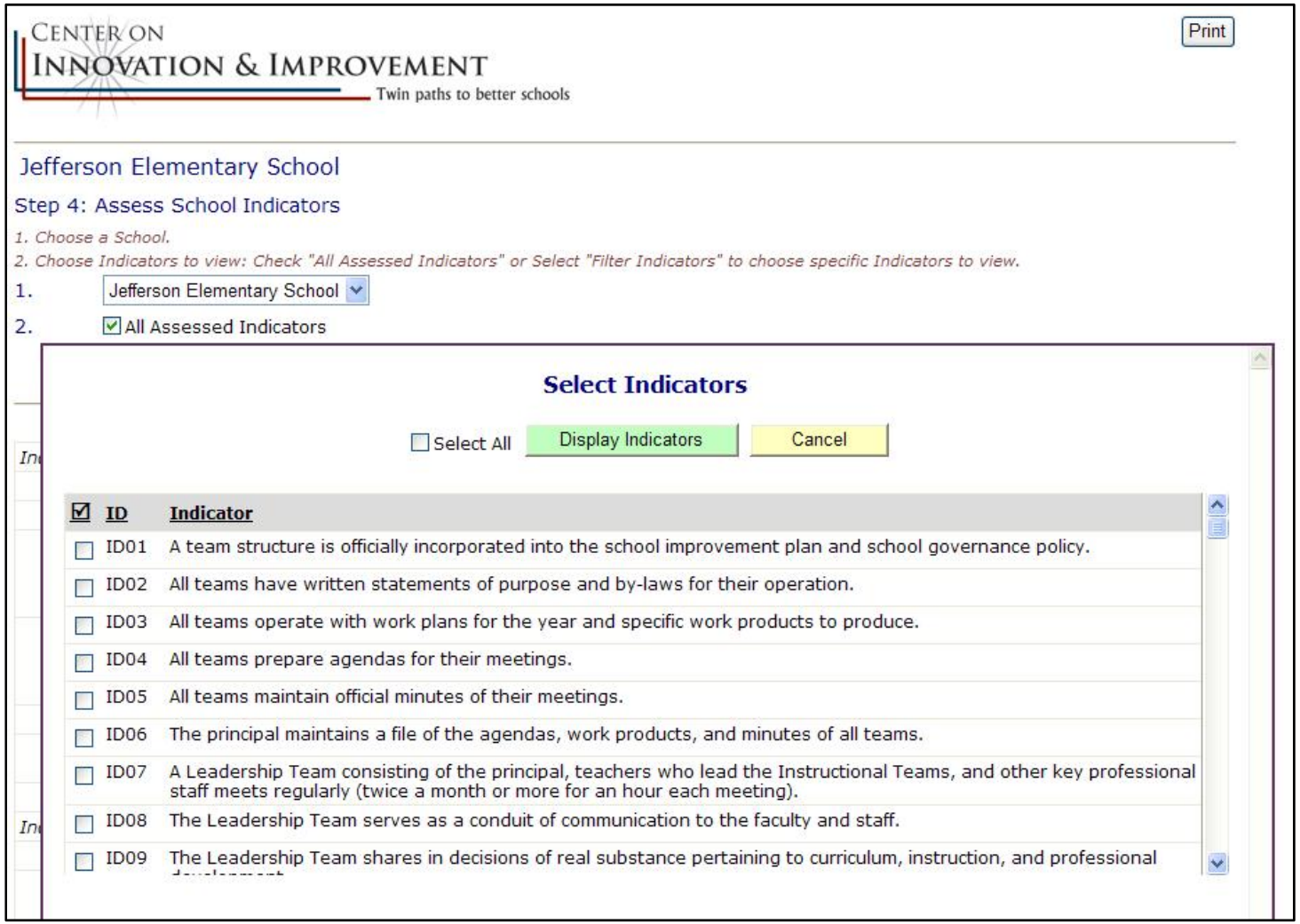
1. Jefferson Elementary School

2. ☑ All Assessed Indicators

Filter Indicators

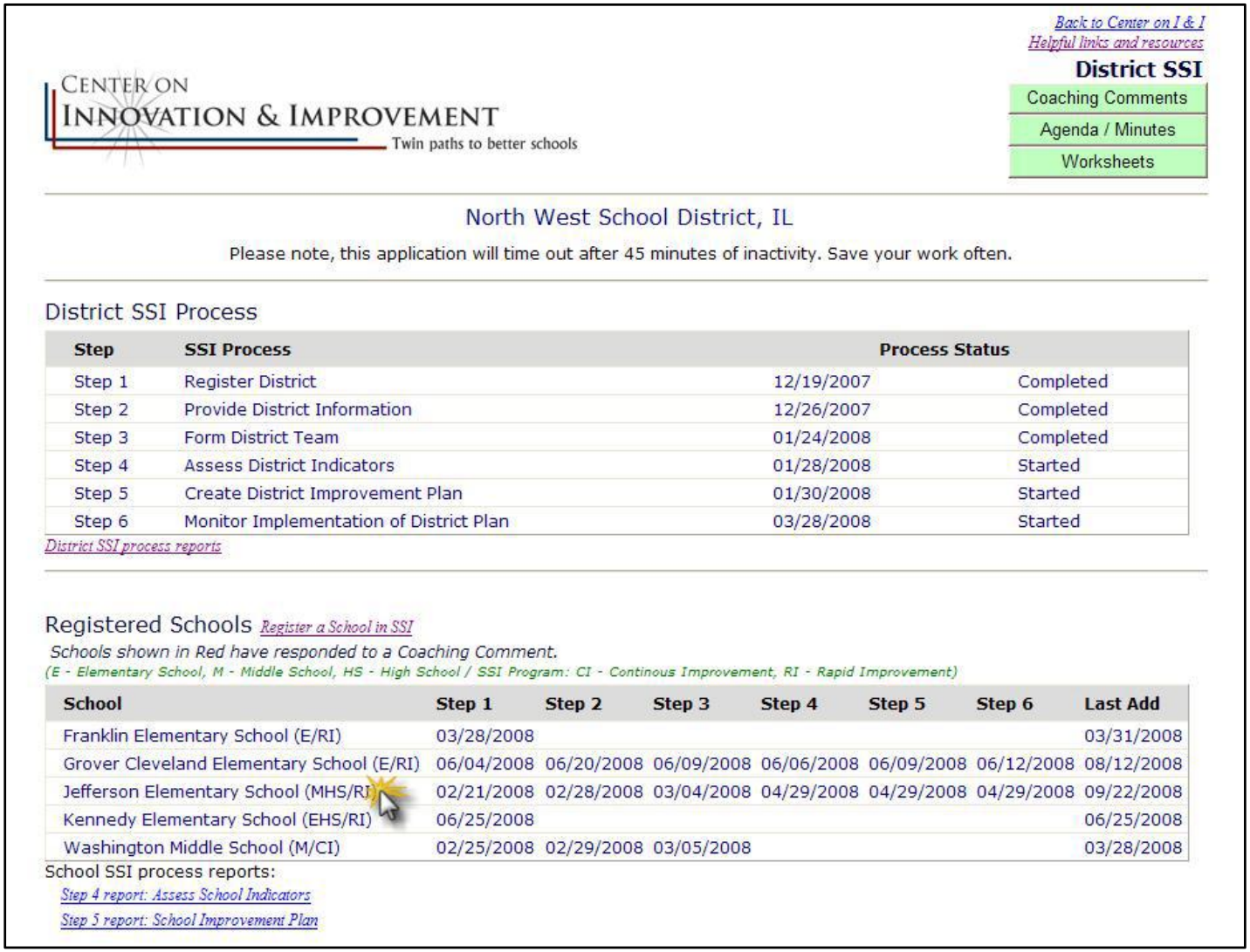
| | | |
|---|---|---|
| *Indicator:* | **IE02** | ***Develops the leadership capacity of others in the school.*** |
| | | ***No development or Implementation*** |
| | | Will Include in Plan |
| | **2** | Priority;<br>3 - highest<br>2 - medium<br>1 - lowest |
| | **3** | Opportunity;<br>3 - relatively easy to address<br>2 - accomplished within current policy and budget conditions<br>1 - requires changes in current policy and budget conditions |
| | **6** | Index (Priority score x Opportunity score) |
| | | ***Level of Development:*** At this time we have not chosen to include any leadership related workshops in our institute days. |

iii. To view only specific indicators, click the filter button. Here you may choose specific indicators to view in the report by checking the boxes to the left. Click the "Display Indicators" button to view the report. If you check the "Select All" box and view the report again, you will see listed all indicators - those that have been assessed and those that haven't.




d. Step 5 report: School Improvement Plan – this report allows the district to view the progress the registered schools have made in creating their plan. It has the same filtering capabilities as the Step 4 report above.

7. School Progress – Each school in the district that has been registered is listed in the bottom section of the web page.
    a. Click on the school name to open that school's web-entry pages to view the data that has been entered by that school in each web-entry form.



Back to Center on I & I
Helpful links and resources

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**District SSI**
Coaching Comments
Agenda / Minutes
Worksheets

North West School District, IL

Please note, this application will time out after 45 minutes of inactivity. Save your work often.

District SSI Process

| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register District | 12/19/2007 | Completed |
| Step 2 | Provide District Information | 12/26/2007 | Completed |
| Step 3 | Form District Team | 01/24/2008 | Completed |
| Step 4 | Assess District Indicators | 01/28/2008 | Started |
| Step 5 | Create District Improvement Plan | 01/30/2008 | Started |
| Step 6 | Monitor Implementation of District Plan | 03/28/2008 | Started |

District SSI process reports

Registered Schools Register a School in SSI

Schools shown in Red have responded to a Coaching Comment.

(E - Elementary School, M - Middle School, HS - High School / SSI Program: CI - Continous Improvement, RI - Rapid Improvement)

| School | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Last Add |
|---|---|---|---|---|---|---|---|
| Franklin Elementary School (E/RI) | 03/28/2008 | | | | | | 03/31/2008 |
| Grover Cleveland Elementary School (E/RI) | 06/04/2008 | 06/20/2008 | 06/09/2008 | 06/06/2008 | 06/09/2008 | 06/12/2008 | 08/12/2008 |
| Jefferson Elementary School (MHS/RI) | 02/21/2008 | 02/28/2008 | 03/04/2008 | 04/29/2008 | 04/29/2008 | 04/29/2008 | 09/22/2008 |
| Kennedy Elementary School (EHS/RI) | 06/25/2008 | | | | | | 06/25/2008 |
| Washington Middle School (M/CI) | 02/25/2008 | 02/29/2008 | 03/05/2008 | | | | 03/28/2008 |

School SSI process reports:
Step 4 report: Assess School Indicators
Step 5 report: School Improvement Plan

b. (School screen shown below)

*Back to Center on I & I*
*Helpful links and resources*

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**School SSI**

Coaching Comments
Agenda / Minutes
Worksheets

Jefferson Elementary School
North West School District, IL

School SSI Process

| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register School | 02/21/2008 | Completed |
| Step 2 | Provide School Information | 02/28/2008 | Completed |
| Step 3 | Form School Team | 03/04/2008 | Completed |
| Step 4 | Assess School Indicators | 04/29/2008 | Started |
| Step 5 | Create School Improvement Plan | 04/29/2008 | Started |
| Step 6 | Monitor School Improvement Plan | 04/29/2008 | Started |

*Print SSI process reports*

i. Coaching Comments – In the upper right hand corner of the School SSI Process screen (see previous page) you will notice a green button labeled "Coaching Comments." Click this button to open the Coaching Comments web-entry form. This can be used by the district to send a comment to the school pertaining to a specific step or indicator. There are two ways to send a comment:

1. Add a New Comment – The district may initiate a conversation with the school about a specific step in the SSI process or about a certain indicator by clicking the "Create a New Coaching Comment." Schools may not initiate a conversation, but may reply to a comment sent by the district

2. Respond to a comment sent by a school – The district may also reply to the responses from the school. To do this, click on the comment from the school to which you would like to respond.

District Process Menu
School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**SSI**

Jefferson Elementary School (EMHS/RI)
North West School District, IL
**Coaching Comments**

Create a New Coaching Comment

***Select a Coaching Comment to respond***

| Sender | Added | Added By | Step | Indicator | Comments |
|---|---|---|---|---|---|
| COACH | 10/04/2008 | James Parker | Step 3 | | It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you? |
| School | 10/04/2008 | Jennifer Demboski | Step 3 | | Dennis Black has recently agreed to join our school team. Thank you for the suggestion. |

a. Either of these methods will open the Coaching Comments entry fields. Here you will input your name, the step you would like to refer to, the indicator (if applicable), and your comment. Click the "Save Coaching Comments" button when finished.

District Process Menu
School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

SSI

Jefferson Elementary School (EMHS/RI)
North West School District, IL
**Coaching Comments**

Create a New Coaching Comment

***Select a Coaching Comment to respond***

Name: Bernice Jackson
Step Reference: Step 4
Indicator (if applicable):
Comments: Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

Save Coaching Comments | Cancel

| Sender | Added | Added By | Step | Indicator | Comments |
|---|---|---|---|---|---|
| COACH | 10/04/2008 | James Parker | Step 3 | | It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you? |
| School | 10/04/2008 | Jennifer Demboski | Step 3 | | Dennis Black has recently agreed to join our school team. Thank you for the suggestion. |

3. You will see in the screen below, that the new comment is now included in the coaching comments list. Comments created by the district are shown in black, and the sender is listed as "COACH." The school's responses are shown in green, and the sender is "*School.*" The next time the school opens their web-entry system, they will see a message indicating that they have a new coaching comment from you. When a school has responded to one of your comments, the next time you log into the SSI web-entry system, you will see that school's name in red on your District SSI Process page.

District Process Menu
School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

SSI

Jefferson Elementary School (EMHS/RI)
North West School District, IL
**Coaching Comments**

Create a New Coaching Comment

***Select a Coaching Comment to respond***

| Sender | Added | Added By | Step | Indicator | Comments |
|---|---|---|---|---|---|
| COACH | 10/04/2008 | James Parker | Step 3 | | It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you? |
| School | 10/04/2008 | Jennifer Demboski | Step 3 | | Dennis Black has recently agreed to join our school team. Thank you for the suggestion. |
| COACH | 10/04/2008 | Bernice Jackson | Step 4 | | Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job! |

In the next section, you will see the instructions that the school will use in the SSI process. To open these web pages, just click on the name in your "Registered Schools" list on the "District SSI Process" page.

**School-Level SSI Process**

1. Welcome screen – Click the "Continue to SSI" button to move into the SSI web entry system.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Welcome to Support for School Improvement (SSI)

1. SSI includes two planning processes—one for the district and one for each school.
2. A district team directs the district planning process.
3. A school team, typically the school improvement team, directs the school planning process.
4. A "process manager" is appointed by each team, and that person prints out work sheets for team meetings and enters the team's work into this web-based system.
5. First the district plan is developed, then each school begins its planning.

SSI is premised on specific, research-based indicators of district and school success. It can be used to provide the foundation for an improvement planning process or to supplement a process already in use. Typically, it provides strong, evidence-based and focused support for the plan.

***Please note, this application will time out after 45 minutes of inactivity. Save your work often.***

Continue to SSI

For technical questions concerning the SSI website contact us.
SSI@adi.org

2. Step Descriptions – The SSI process includes the 6 steps listed here. As you work through each step, the date you've completed or started your work will show in the table. Below the table you will find the "Print SSI process reports" link for printing the data you've entered in each step. In the top right of the screen there is a link to take you back to the www.centerii.org home page. You will also find a link to "Helpful links and resources" for your use as you move through this process. The "Coaching Comments" screen is used for conversation between the district and school pertaining to specific steps or indicators. When you have received a "coaching comment" from the district, you will see the following notation in red on this page – "A new coaching comment was added [date]." Click the "Coaching Comment" button to respond.

*Back to Center on I & I*
*Helpful links and resources*

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**School SSI**
Coaching Comments
Agenda / Minutes
Worksheets

Jefferson Elementary School
North West School District, IL

School SSI Process

| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register School | 02/21/2008 | Completed |
| Step 2 | Provide School Information | 02/28/2008 | Completed |
| Step 3 | Form School Team | 03/04/2008 | Completed |
| Step 4 | Assess School Indicators | 04/29/2008 | Started |
| Step 5 | Create School Improvement Plan | 04/29/2008 | Started |
| Step 6 | Monitor School Improvement Plan | 04/29/2008 | Started |

*Print SSI process reports*

3. Entering/Editing School Data
   a. Step 1 – Register School – this data is entered by the district at the time the school is registered for the SSI process. This data may be edited, if necessary. Click "Save" to save your changes when editing. Use the link at the top right of the page to return to the School Process Menu.

School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**School SSI**

School Registration

District Support for School Improvement (SSI)
Complete the following School Registration Information.

**School Information** Registered - 10/1/2007

School Name: Jefferson Elementary School
Address: 456 Main Street
City: Lincoln State: IL Zip: 62656
Phone: 123-321-5678 Fax: 123-321-2222 Website: www.jeffschool.edu

**School Principal**

○ Dr. ○ Mr. ○ Ms. ◉ Mrs. First name: Jennifer Last name: Demboski
Phone: 123-321-5678 Fax: 123-321-2222
Email: jdemboski@nwsd.edu

*The Process Manager is responsible for overseeing the SSI process at the School Level.*

☑ **Process Manager** *(if other than the School Principal)*

○ Dr. ○ Mr. ◉ Ms. ○ Mrs. First name: Rhonda Last name: Slack
Position: Assistant Prinicpal
Phone: 123-321-7085 Fax: 123-321-1125
Email: rslack@nwsd.edu

**What type of plan will you develop for this school?**

☐ Substantial School Improvement Plan.
☑ Restructuring Plan

Save

b. Step 2 – Provide School Information – In this a two-page form you will enter demographic and assessment data about your school. You may print a copy of this page to use when gathering the data, and then return to this page to enter your information. Be sure to click "Save" when you are finished. Use the link at the top right to return to the School Process Menu.

School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**School SSI**

Jefferson Elementary School

**School Information page 1 of 2**

*Suggestion: print this page, complete work, then enter information into web page.* Print

**Percentage of Students by Ethnicity**

*Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)*

| | | | |
|---|---|---|---|
| 9 | % American Indian/Alaskan native | 8 | % Hispanic |
| 32 | % Asian/Pacific Islander | 6 | % White, not Hispanic |
| 45 | % African-American, not Hispanic | 0 | % Other |

**Other Student Demographics** *(numbers only)*

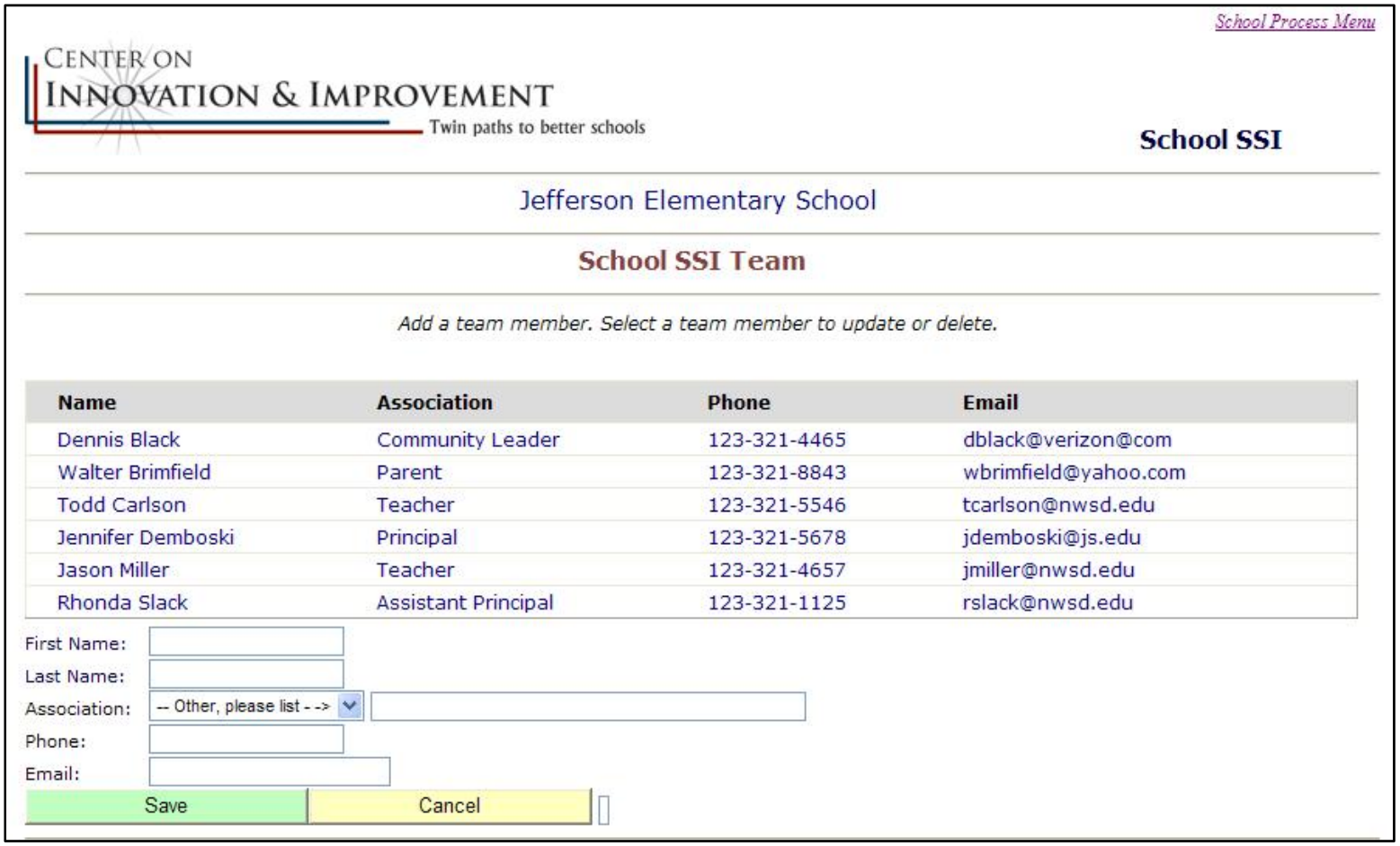
| | |
|---|---|
| 75 | % Percent of Students Qualifying for Free or Reduced Lunch |
| 6 | % Percent of Students Receiving Special Education (IEP students) |
| 96 | % School Attendance Percentage |
| 23 | % School Mobility Percentage |
| 0 | % Percent of Students that are Limited English Proficient (LEP) |
| 0 | % Percent of Students Whose Parents Read Spanish but not English |

**School Personnel** *(numbers only)*

*Indicate the number of staff at your school in each of the following categories:*
*-Include only personnel who are at least half-time in building*
*-Include each person only once*

| | | | |
|---|---|---|---|
| 15 | Classroom Teachers | 0 | Family / Parent Liaison |
| 2 | Special Education Teachers | 1 | Reading Specialists |
| 2 | Specials (Art, Music, PE, etc.) | 7 | Teacher Aides |

c. Step 3 – Form School Team - Here you will enter the members of your School Team. This team should include your Principal, your process manager (if different than your principal), and any others you choose to include from the school and community. Use the "Add a Team Member" button (not shown here) to enter the information for each team member. Click "Save" to add them to the list. If you need to edit or delete a team member's information, just click on his/her name to make your changes. Use the link at the top right of the page to return to the School Process Menu. Remember to save after any changes. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

School SSI

Jefferson Elementary School

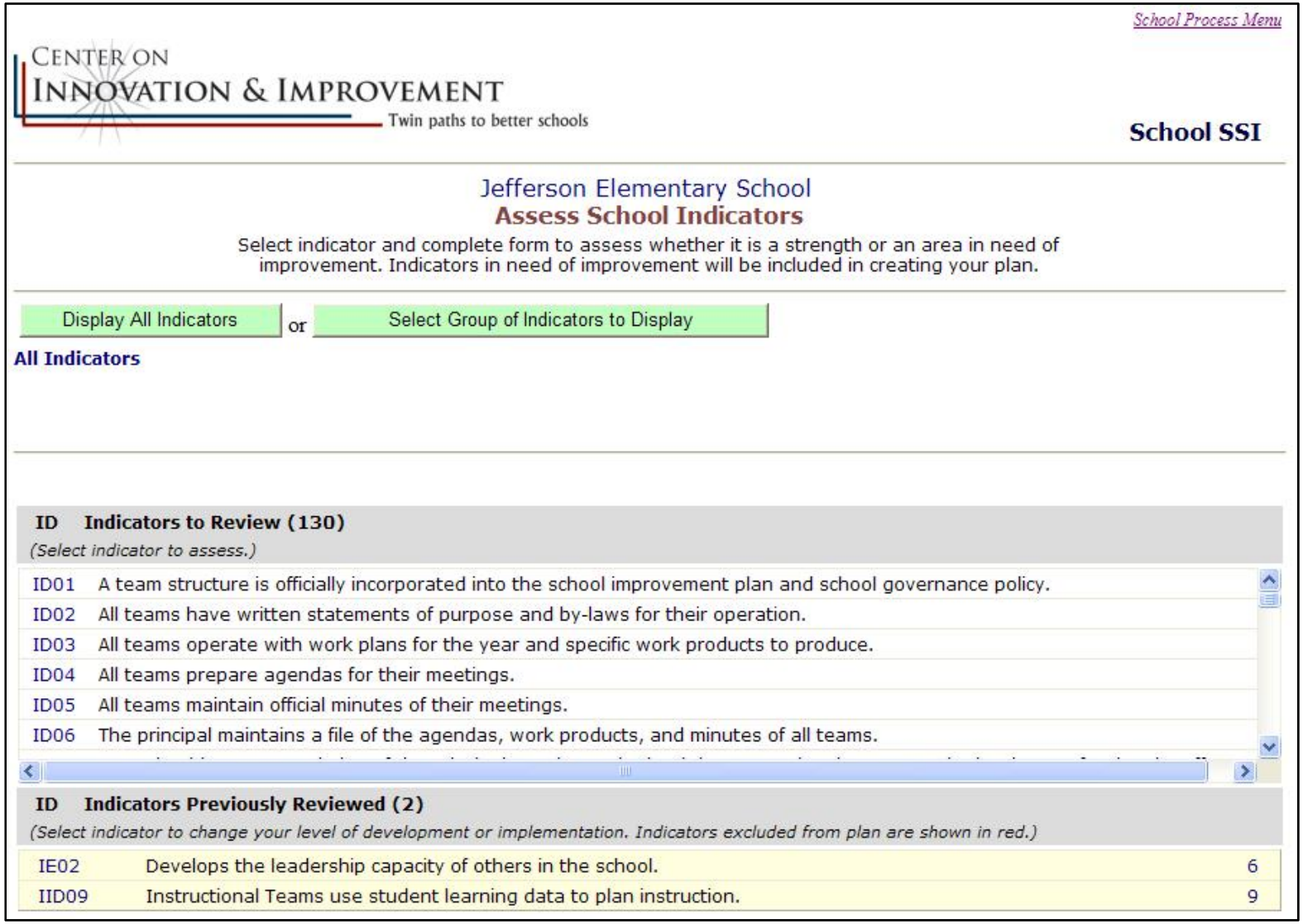
School SSI Team

*Add a team member. Select a team member to update or delete.*

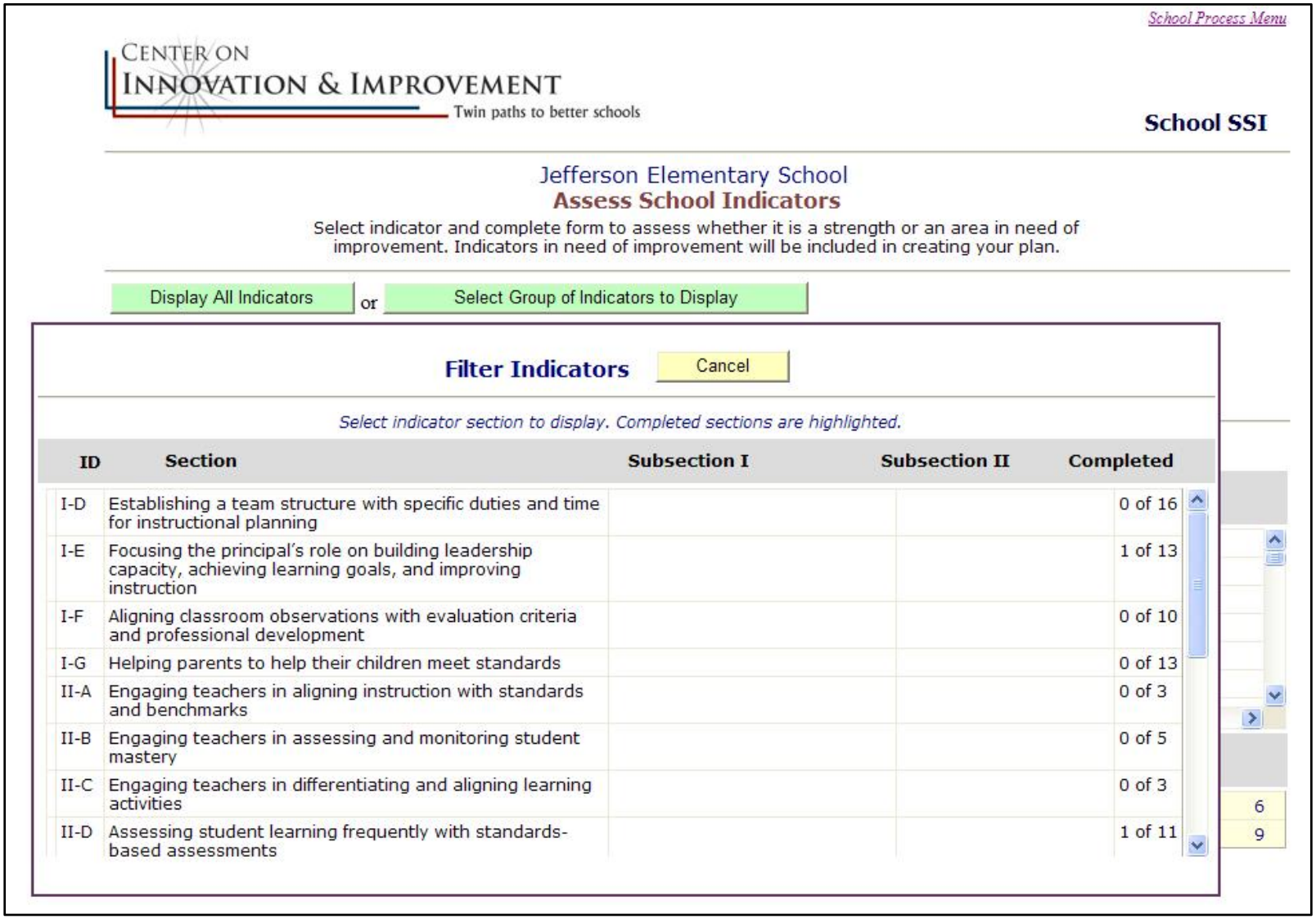
| Name | Association | Phone | Email |
|---|---|---|---|
| Dennis Black | Community Leader | 123-321-4465 | dblack@verizon@com |
| Walter Brimfield | Parent | 123-321-8843 | wbrimfield@yahoo.com |
| Todd Carlson | Teacher | 123-321-5546 | tcarlson@nwsd.edu |
| Jennifer Demboski | Principal | 123-321-5678 | jdemboski@js.edu |
| Jason Miller | Teacher | 123-321-4657 | jmiller@nwsd.edu |
| Rhonda Slack | Assistant Principal | 123-321-1125 | rslack@nwsd.edu |

First Name:
Last Name:
Association: -- Other, please list - -->
Phone:
Email:
Save Cancel

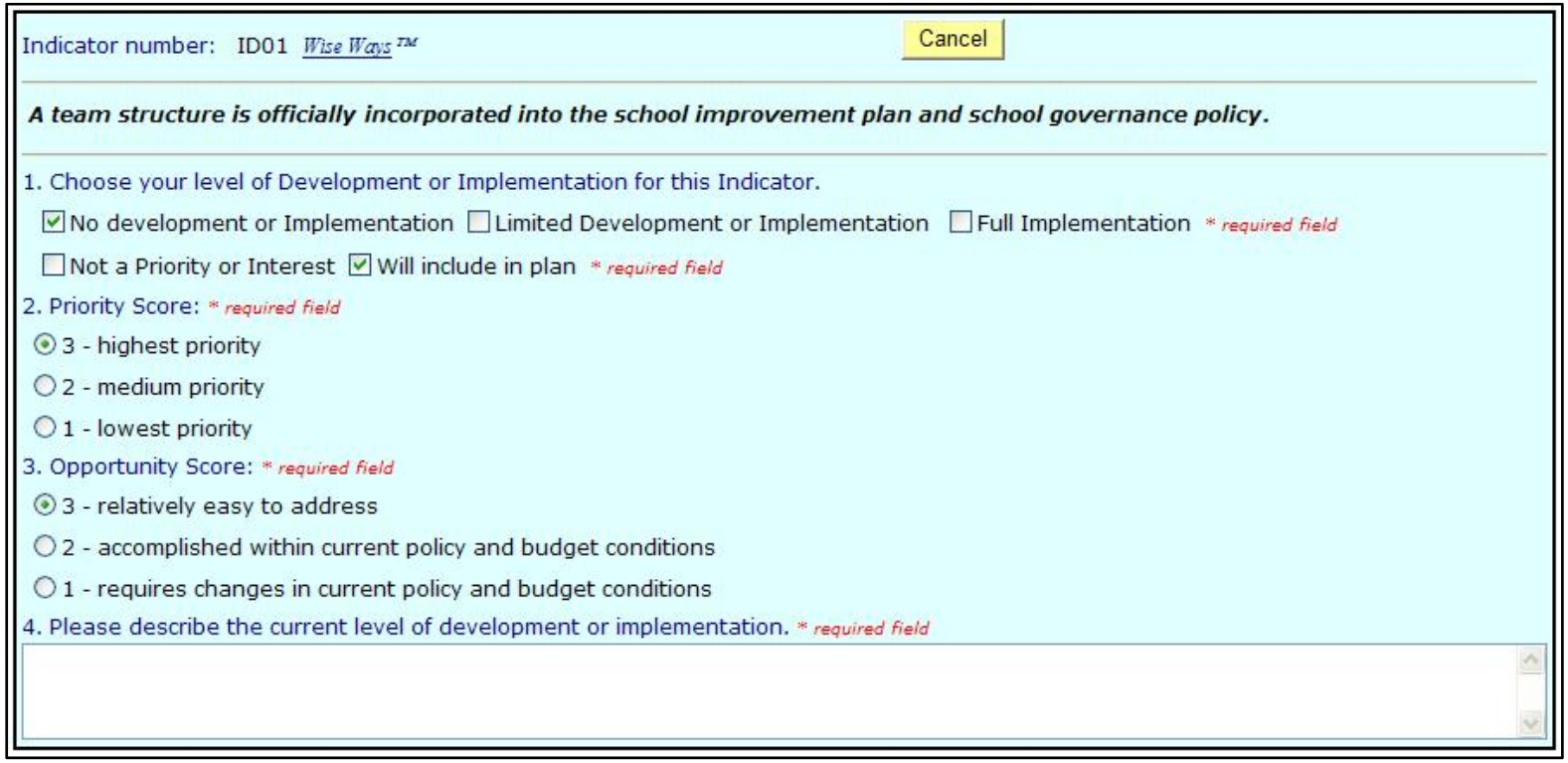
d. Step 4 – Assess School Indicators – On this page you will see the Indicators that are available to be assessed by the school. Click on each indicator to complete the assessment process. Indicators in need of improvement will be included in creating your plan. The indicators you have will then be listed in the bottom portion of this page. The indicators you have chosen to exclude from your plan are shown in red. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



If you choose to filter the indicators and just look at them a section at a time, just click the "Select Group of Indicators to Display." Click on the section of the indicators that you would like to work to see only that portion of the indicators. Click "Display All Indicators" to view again.



i. If the level of development for an indicator is “No development or Implementation” you will determine if it is “Not a priority or interest” or “Will include in plan.” If the indicator isn’t a priority, you are finished entering information, and the indicator will not be included in your plan. If you choose to include the indicator in your plan, you will need to complete the “Priority Score – how important is it to include this indicator in our plan at this time” and “Opportunity Score – the level of ease with which this indicator can be implemented,” and describe the current level of development or implementation. Click “Save this Indicator” when finished. The “Wise Ways” link next the indicator number will take you to research-based evidence and examples that will be helpful in assessing this indicator.


Indicator number: ID01 Wise Ways™ Cancel

***A team structure is officially incorporated into the school improvement plan and school governance policy.***

1. Choose your level of Development or Implementation for this Indicator.

☑ No development or Implementation ☐ Limited Development or Implementation ☐ Full Implementation * required field

☐ Not a Priority or Interest ☑ Will include in plan * required field

2. Priority Score: * required field

◉ 3 - highest priority

○ 2 - medium priority

○ 1 - lowest priority

3. Opportunity Score: * required field

◉ 3 - relatively easy to address

○ 2 - accomplished within current policy and budget conditions

○ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. * required field

ii. If you choose "Limited development or implementation," the following information must be completed.

Indicator number: ID01 *Wise Ways* ™ Cancel

***A team structure is officially incorporated into the school improvement plan and school governance policy.***

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☑ Limited Development or Implementation ☐ Full Implementation ** required field*

2. Priority Score: ** required field*

◉ 3 - highest priority
○ 2 - medium priority
○ 1 - lowest priority

3. Opportunity Score: ** required field*

◉ 3 - relatively easy to address
○ 2 - accomplished within current policy and budget conditions
○ 1 - requires changes in current policy and budget conditions

4. Please describe the current level of development or implementation. ** required field*

iii. If you choose "Full Implementation," you must complete the following information. Please give a detailed explanation of the evidence that you are fully implementing this indicator.

Indicator number: ID01 *Wise Ways* ™ Cancel

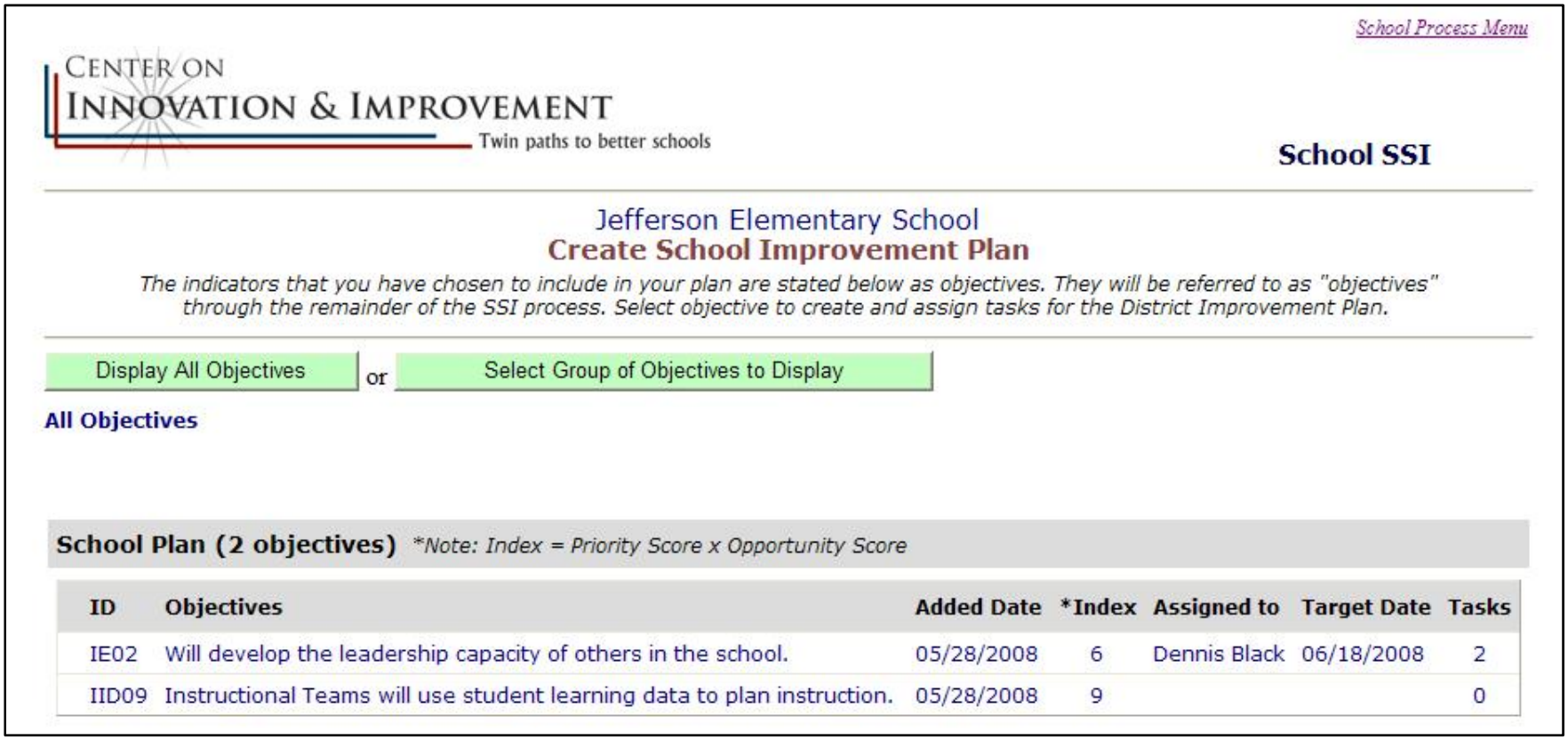
***A team structure is officially incorporated into the school improvement plan and school governance policy.***

1. Choose your level of Development or Implementation for this Indicator.

☐ No development or Implementation ☐ Limited Development or Implementation ☑ Full Implementation ** required field*

2. Please provide evidence that this indicator has been fully and effectively implemented. ** required field*

a. Step 5 – Create School Improvement Plan – Now that you have assessed your indicators, those that you have chosen to include in your plan are listed in Step 5 as objectives. (The same filtering options that you used in Step 4 for the indicators apply here to the objectives.) For each objective you see the date that you chose to include it in your plan and the Index (Priority Score x Opportunity Score). This information is helpful in deciding which objectives to start with. You are now ready to begin assigning objectives to the members of your team, and the work of improvement begins! Click an objective to assign it to a team member. (A blank version of this form may be printed using the "Worksheets" button on the District SSI Process page.)



School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**School SSI**

Jefferson Elementary School

**Create School Improvement Plan**

*The indicators that you have chosen to include in your plan are stated below as objectives. They will be referred to as "objectives" through the remainder of the SSI process. Select objective to create and assign tasks for the District Improvement Plan.*

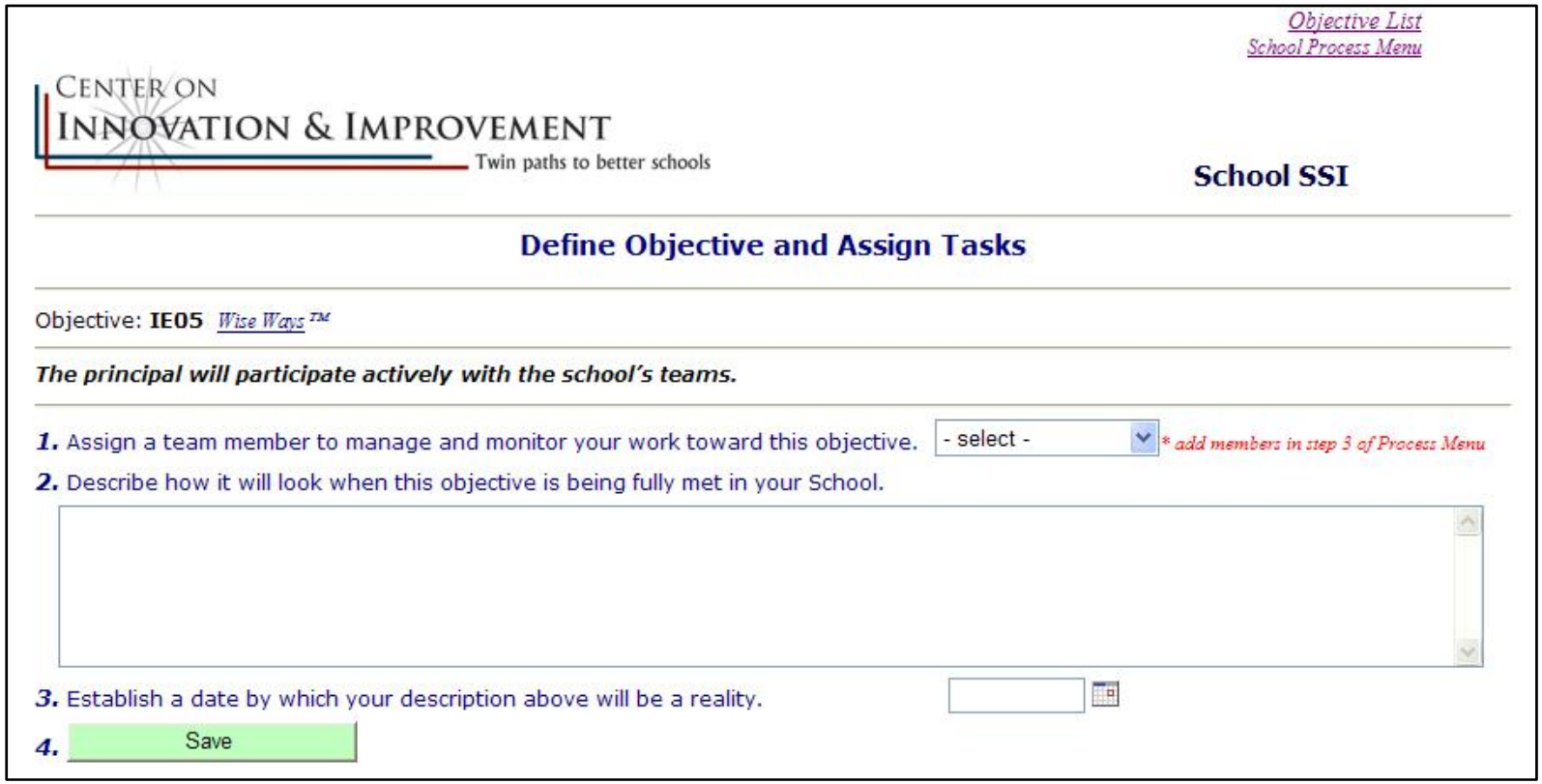
Display All Objectives | or | Select Group of Objectives to Display

**All Objectives**

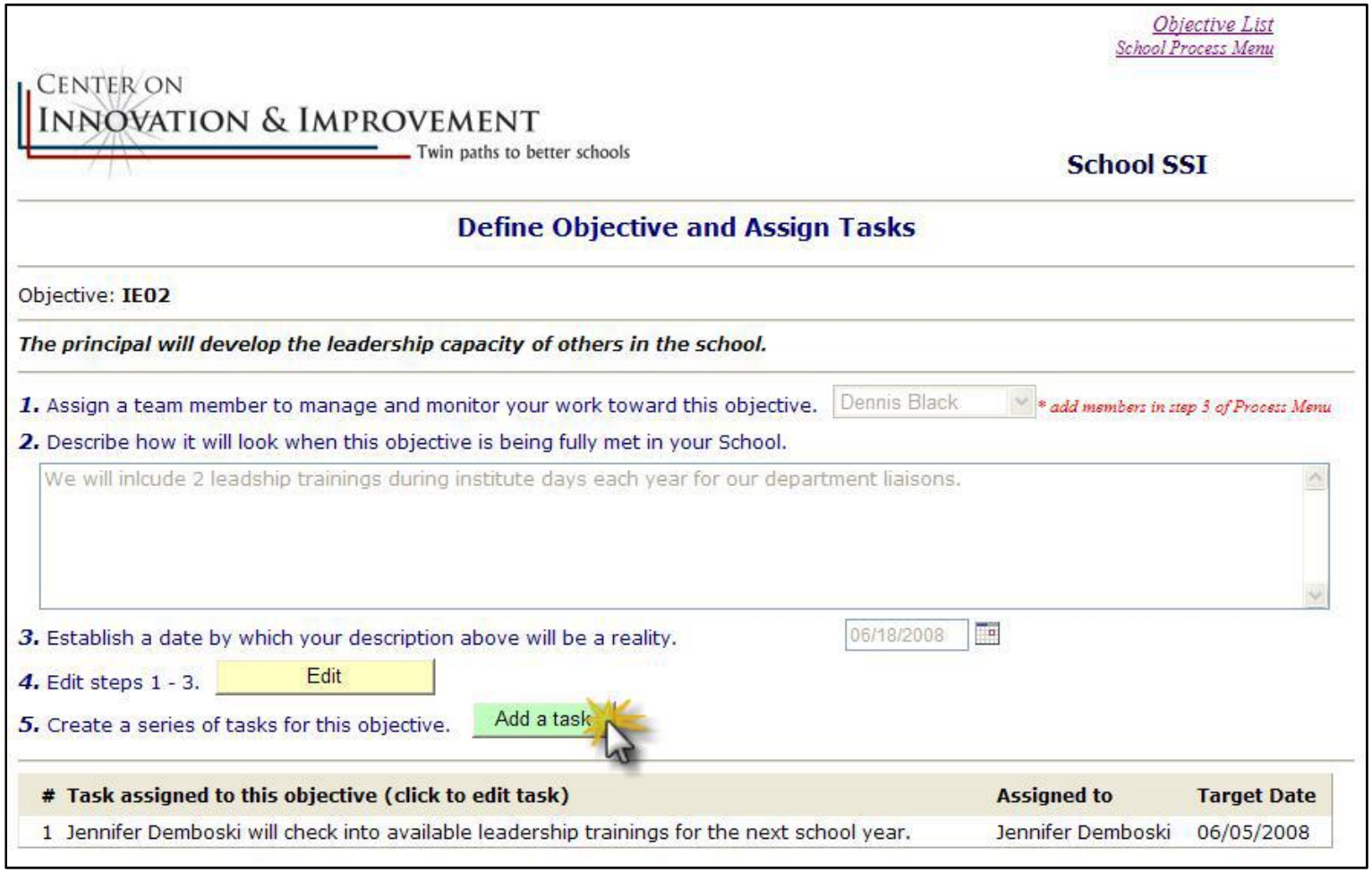
**School Plan (2 objectives)** **Note: Index = Priority Score x Opportunity Score*

| ID | Objectives | Added Date | *Index | Assigned to | Target Date | Tasks |
|---|---|---|---|---|---|---|
| IE02 | Will develop the leadership capacity of others in the school. | 05/28/2008 | 6 | Dennis Black | 06/18/2008 | 2 |
| IID09 | Instructional Teams will use student learning data to plan instruction. | 05/28/2008 | 9 | | | 0 |

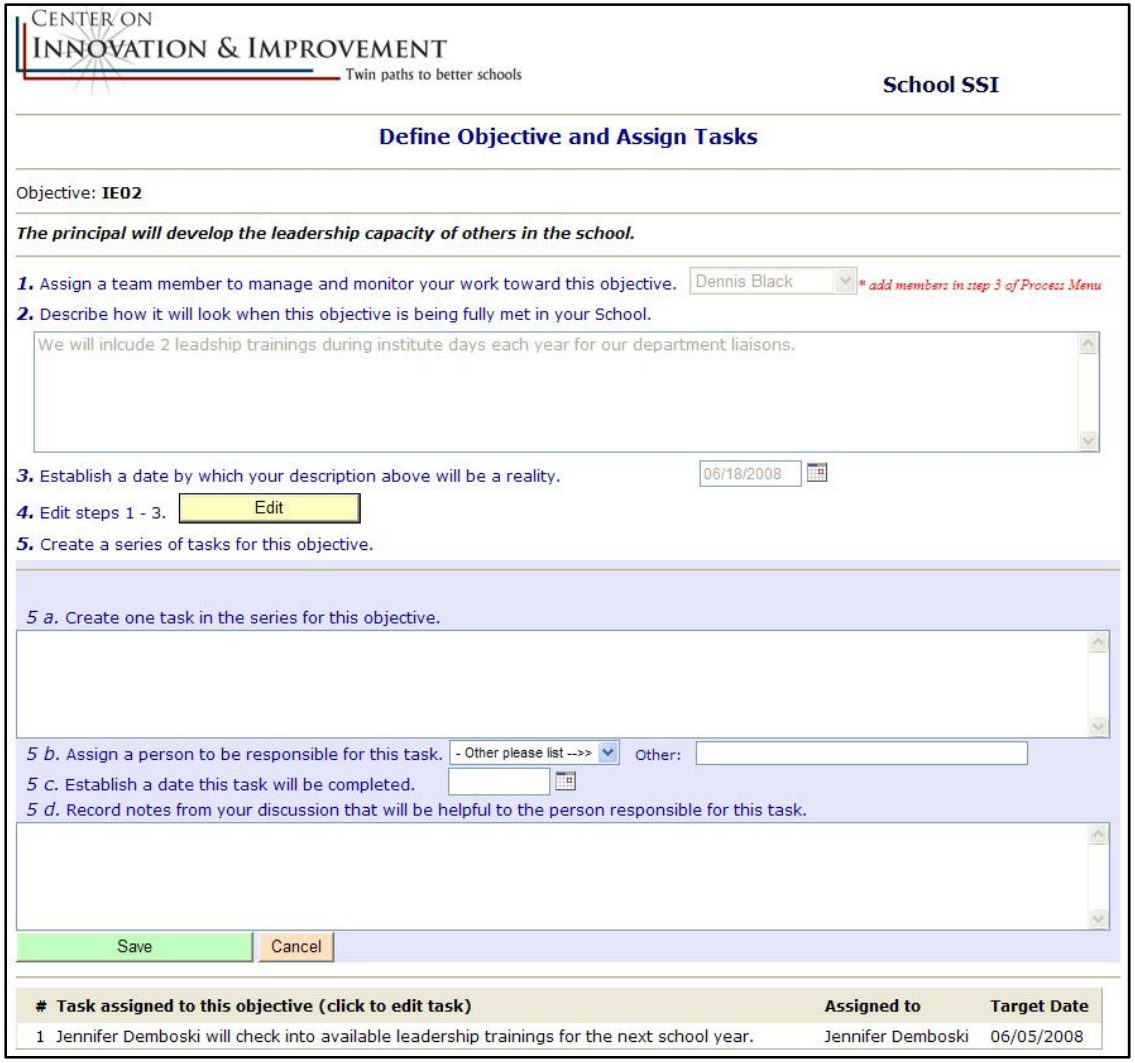
i. Assign the objective – First, you will choose a member of your School Team to manage and monitor the work toward this objective. <u>If the person you would like to assign to this objective is not already included in your School team, return to step 3 and add them before proceeding.</u> To give some direction to those working on this objective, you must describe how the objective will look when it is fully met. The "Wise Ways" link next the objective number will take you to research-based evidence and examples that will be helpful in creating a plan for implementing the objective. Finally, you will choose a date by which the objective will become a reality. Click "Save" when you're finished.



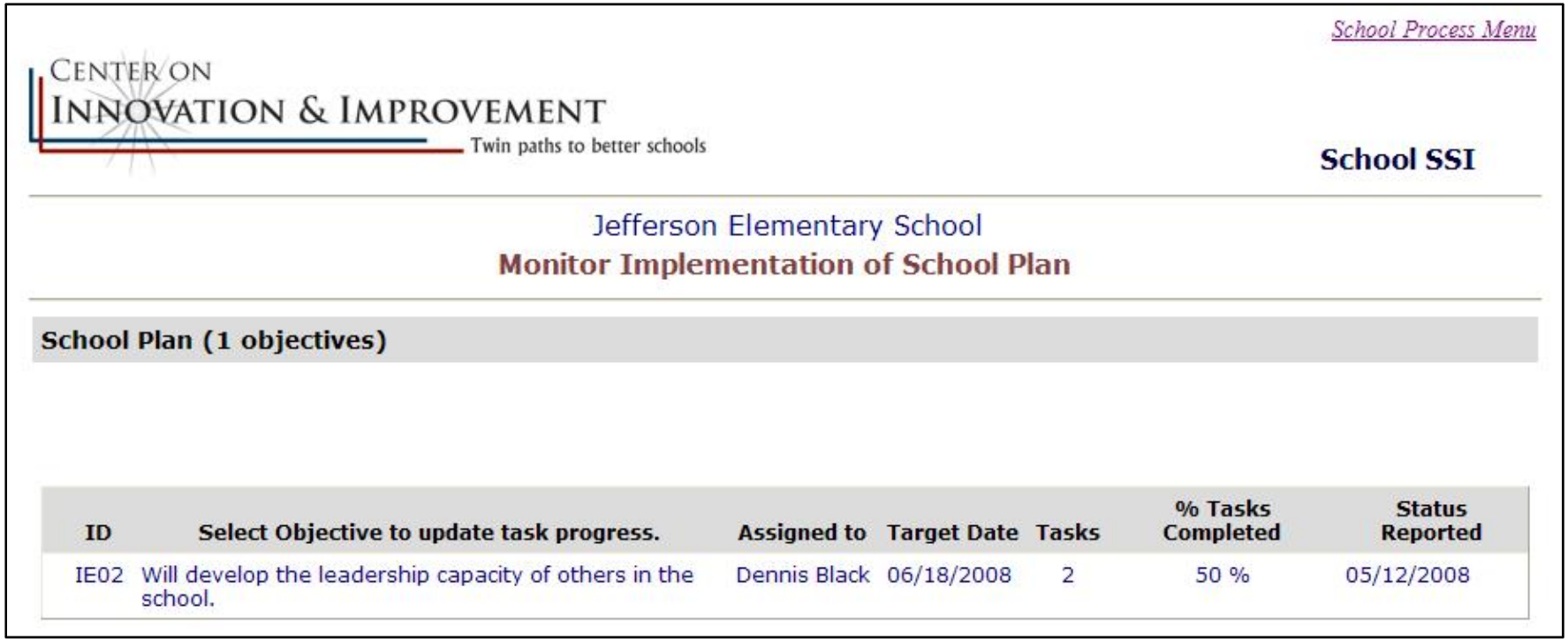
ii. Create Tasks – Once the objective has been assigned to a team member, you will create a list of tasks needed to complete (or meet) the objective. Click the "Add a Task" button. (Note: You will see previously entered tasks listed at the bottom of this web page.)



iii. Enter a description for each task that will be helpful in working toward meeting the objective. Assign this task either to a member of the School Team, by choosing their name from the drop-down list, **OR** move to the "Other" field to enter the name of a person who is not on the School Team who will be in charge of this task. You will also need to enter a date by which this task should be completed and any additional notes about the task that will be helpful for the person to which it is assigned. Click "Save" once you've finished. Repeat to enter all tasks for the objective.



f. Step 6 – Monitor Implementation of School Plan – Now that your plan has been created you will work to complete the assigned tasks and put the indicators into place in your district. The list of objectives you see on this page shows the person on the school team it's assigned to, the target date of completion, and the number of tasks for that objective. (The objectives in blue are still in process. Those shown in green have been met.) You will also see the percentage of tasks that have been completed as you move forward. The Status Reported column shows the date that all tasks for the objective were completed.



School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

School SSI

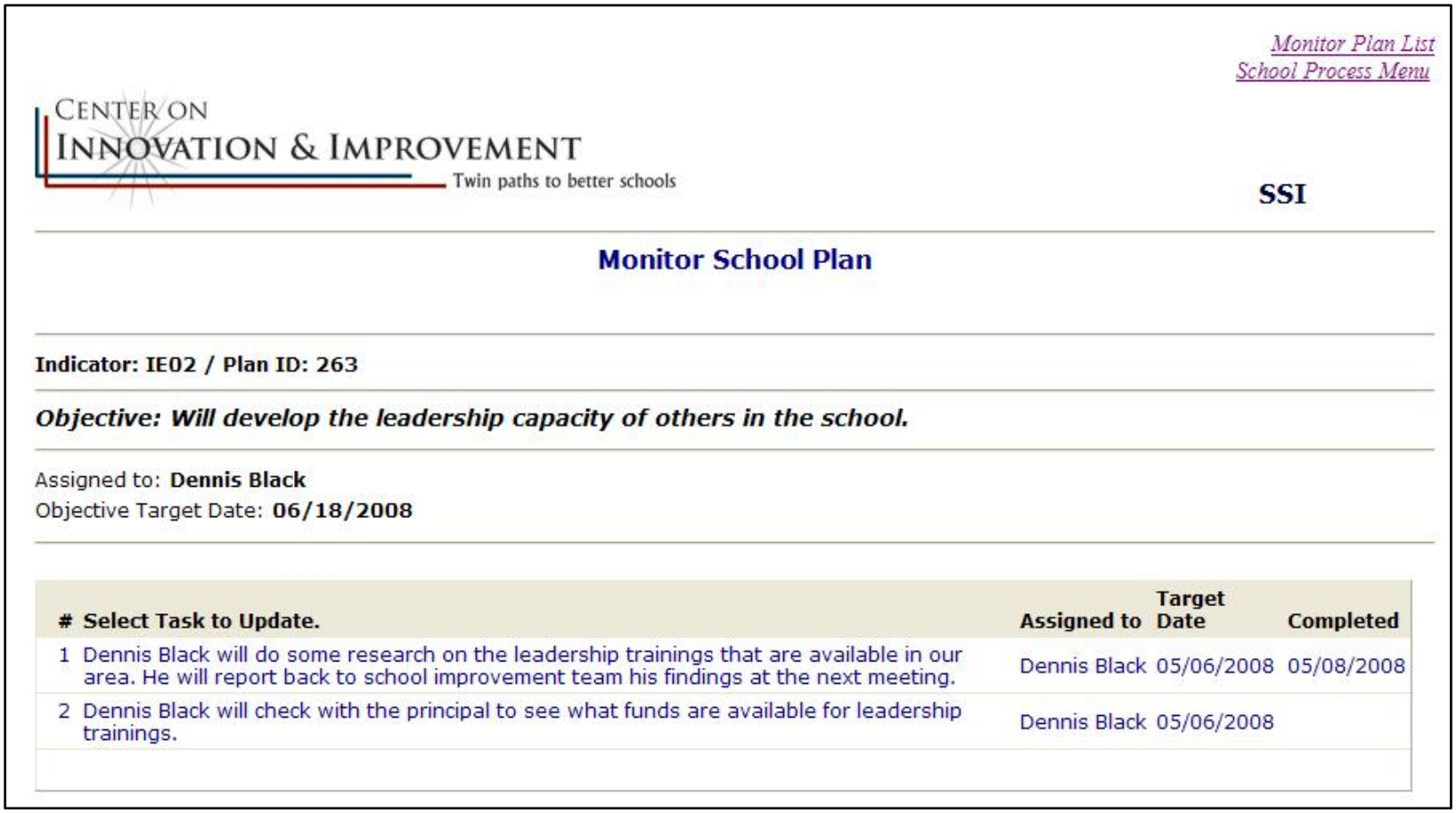
Jefferson Elementary School

**Monitor Implementation of School Plan**

**School Plan (1 objectives)**

| ID | Select Objective to update task progress. | Assigned to | Target Date | Tasks | % Tasks Completed | Status Reported |
|---|---|---|---|---|---|---|
| IE02 | Will develop the leadership capacity of others in the school. | Dennis Black | 06/18/2008 | 2 | 50 % | 05/12/2008 |

i. Monitoring the completion of tasks – When you click an objective that has not yet been completed, you will see this screen. Here you see listed the tasks created for the objective, the person it's assigned to, and the target date of completion. You will monitor the work being done and enter the date that each task is completed. Once all tasks have been completed for an objective and the completion dates have been entered into the system you will be asked for some information on your process in meeting the objective and any continuing work that will be necessary to continue to meet the objective. Use the links at the top right of the page to return to the list of objectives in the Monitor Plan List or to return to the School Process Menu.



Monitor Plan List
School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

SSI

**Monitor School Plan**

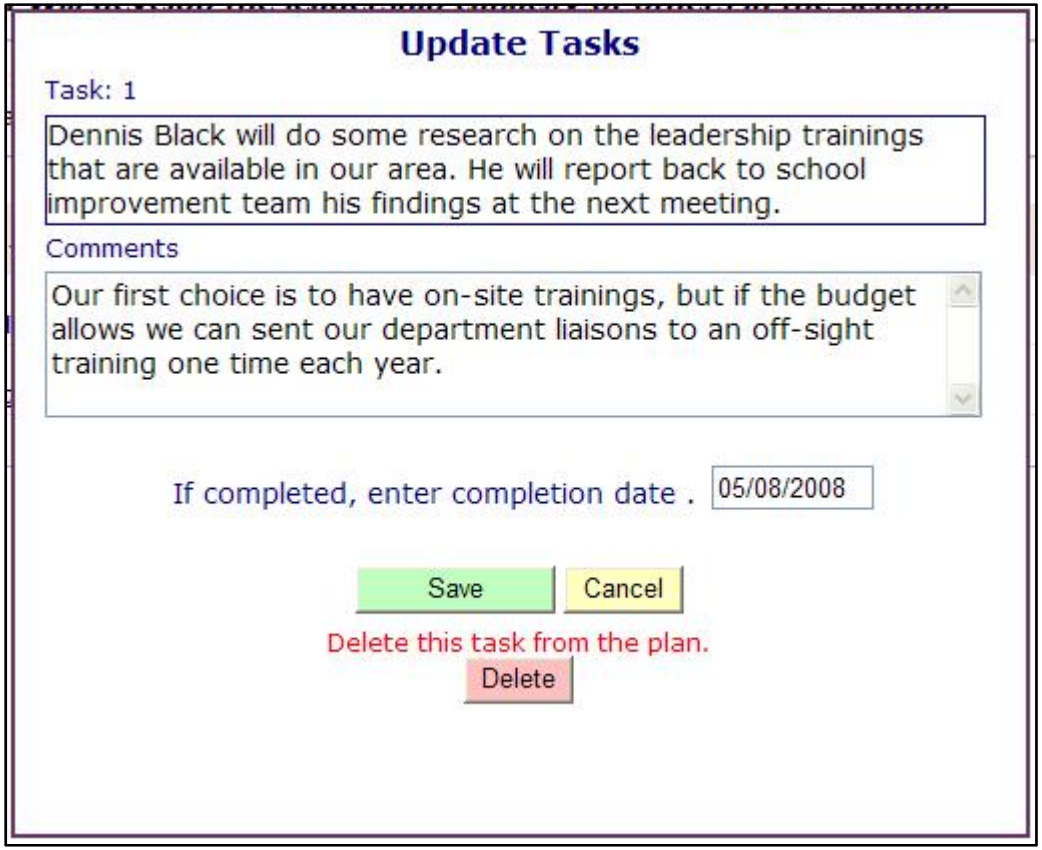
**Indicator: IE02 / Plan ID: 263**

***Objective: Will develop the leadership capacity of others in the school.***

Assigned to: **Dennis Black**
Objective Target Date: **06/18/2008**

| # | Select Task to Update. | Assigned to | Target Date | Completed |
|---|---|---|---|---|
| 1 | Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting. | Dennis Black | 05/06/2008 | 05/08/2008 |
| 2 | Dennis Black will check with the principal to see what funds are available for leadership trainings. | Dennis Black | 05/06/2008 | |

1. Update tasks – Here you will see the task that was created. In the "Comments" field you may add information about the task to help the person who the task is assigned to. The "Comments" field may be added to as the work on the task progresses. If you want to exclude the task from the objective, you may do so by clicking the "Delete" button. **Do this only if you no longer want the task to be completed for the objective.**



ii. Once you have completed all tasks for an objective and the completion dates have been entered, you will see this screen where you are asked to supply some additional information. First, describe the experience of pursuing the objective. Second, describe the work that will be necessary to sustain your efforts. Click "Save" when all data has been entered.

*Monitor Plan List*
*School Process Menu*

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

**SSI**

**Monitor School Plan**

**Indicator: IE02 / Plan ID: 263**

***Objective: Will develop the leadership capacity of others in the school.***

Assigned to: **Dennis Black**
Objective Target Date: **06/18/2008**

**Report Status of Objective**

**The tasks assigned to this Objective have been completed.**

1. Please describe your experience in pursuing this Objective.

After much discussion we decided to spend the funds to send our Department Liaisons to an off-site training. Our 12 liaisons will attend a yearly training prior to the start of the school year. During this training they will do some leadership and team-building skill enhancement.

2. What continued work will be necessary to sustain your efforts and continue to meet the Objective.

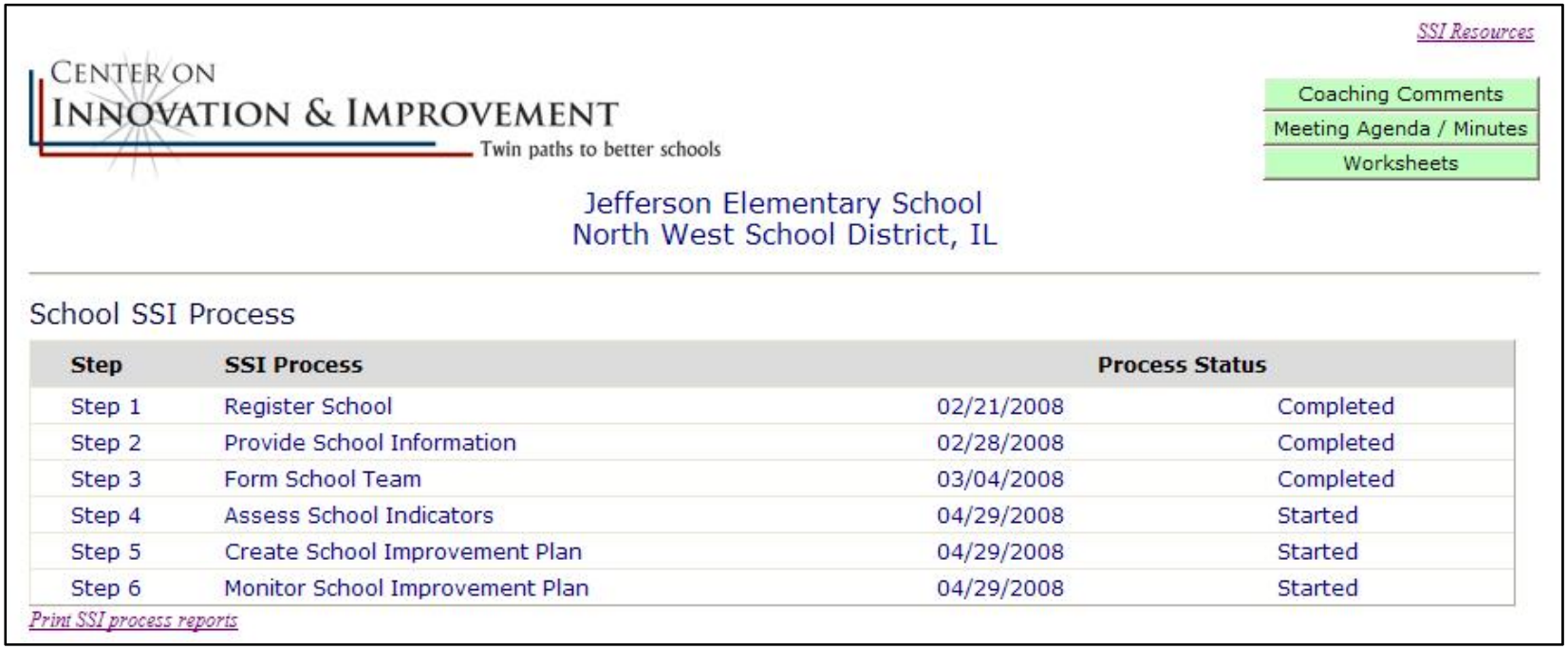
Our plan is to have the liaisons attend this workshop every year. The leadership team will report back to the School Improvement Team the things they take away from the training. We will continue to provide money in the budget for this purpose. We will also work to stay informed of other leadership building training opportunities that come available.

Save

| # | Select Task to Update. | Assigned to | Target Date | Completed |
|---|---|---|---|---|
| 1 | Dennis Black will do some research on the leadership trainings that are available in our area. He will report back to school improvement team his findings at the next meeting. | Dennis Black | 05/06/2008 | 05/08/2008 |

4. School SSI Process Reports - the following reports are available to the school to report out their progress with the SSI system
    a. Step 1 - School Registration –registration data entered into the SSI system
    b. Step 2 - School Information – demographic and assessment data for the school
    c. Step 3 - Team Members – lists members of School Team
    d. Step 4
        i. List of Indicators Included in Plan – an abbreviated list of indicators that have been assessed and their P/O Index that will be included in the plan.
        ii. Detailed Report of Assessed Indicators – a complete list of all indicators and their assessment data.
    e. Step 5
        i. List of Objectives Included in Plan – an abbreviated list of objectives in the plan, the description of each when met, their P/O Index, the team member the objective is assigned to, and the target date.
        ii. Detailed Report of Objectives and Tasks – a complete list of the objectives included in the plan, their P/O Index, the team member the objective is assigned to, the target date, all tasks created for the objective, the person the task is assigned to and its target completion date. This report can be filtered by team member and date range.
    f. Step 6
        i. Progress Overview Report – an abbreviated list of objectives in the plan, their description, the team member the objective is assigned to, the target date, the number of tasks created for the objective, the percent of tasks completed, and the status reported.
        ii. Detailed Progress Report – a complete list of all objectives included in the plan, P/O Index, the team member the objective was assigned to, and the target date the objective will be met, all tasks created for the objective, the person each task is assigned to, the target date the task will be completed, task comments, the date the task was completed, the date the objective was met, and the "experience" and "sustain" comments. This report may be filtered by team member.
    g. Comprehensive Plan Report – this report includes all data entered for all indicators/objectives. This report was created for the purpose of reporting the progress a school has made in the SII program.
    h. Coaching Comments – this report lists all comments exchanged between the district and the school. The comments are listed in date order, with the district comments in black and the school responses in green.

5. Other Helps – In the top right corner of the School main web page, you will notice a link and three green buttons. Each of these will take you to pages where you will receive additional help in using the SSI web entry system.




| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register School | 02/21/2008 | Completed |
| Step 2 | Provide School Information | 02/28/2008 | Completed |
| Step 3 | Form School Team | 03/04/2008 | Completed |
| Step 4 | Assess School Indicators | 04/29/2008 | Started |
| Step 5 | Create School Improvement Plan | 04/29/2008 | Started |
| Step 6 | Monitor School Improvement Plan | 04/29/2008 | Started |

a. SSI Resources

i. SSI Indicators – The links in this section of the resources will open a pdf file of the indicators that are used by districts, rapid improvement leaders, continuous improvement schools, and rapid improvement schools.

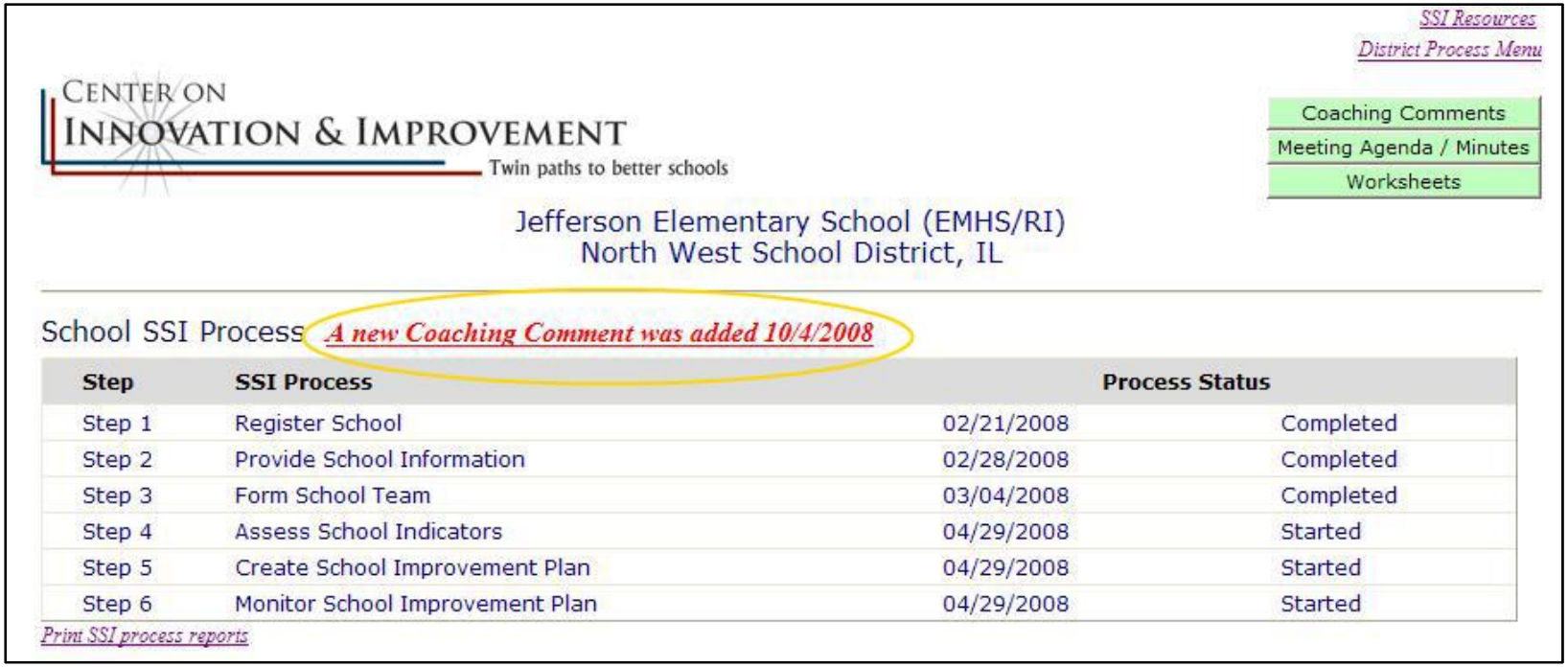
ii. SSI Instructions – The links in this section will open a pdf of the instruction manual for state, district, school, district liaison, rapid improvement leader, and rapid improvement leader mentor.

iii. Additional Resources

2. Helpful Links and Resources – this link opens the search engine for resources on the Center on Innovation & Improvement website. Resources may be search for by topic or keyword. The topics include Supplemental Educational Services, School and District Improvement, Restructuring, Charter Schools, State Systems of Support, Public School Choice, and Private Schools.
3. Center on I & I – this link will take you back to the home CII webpage.

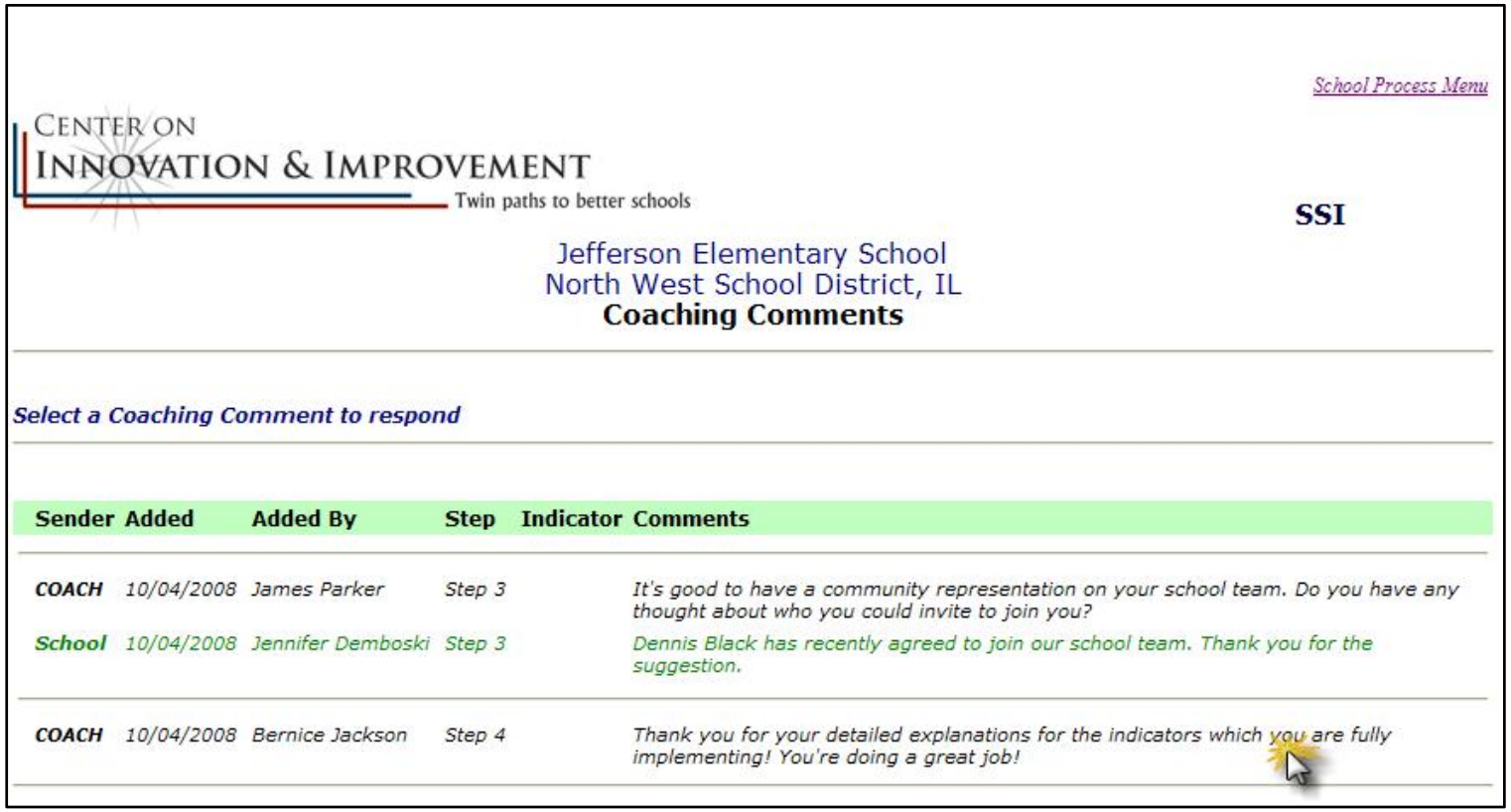
b. Coaching Comments –In Coaching Comments you will receive helpful tips and comments from the district or district liaison. You as the school may also respond. This help is meant to be used as a quick communicate tool, not to replace in-depth discussion via the phone or email.

   i. You will receive notification, in red, on the School main page that you've received a coaching comment from the district or district liaison.

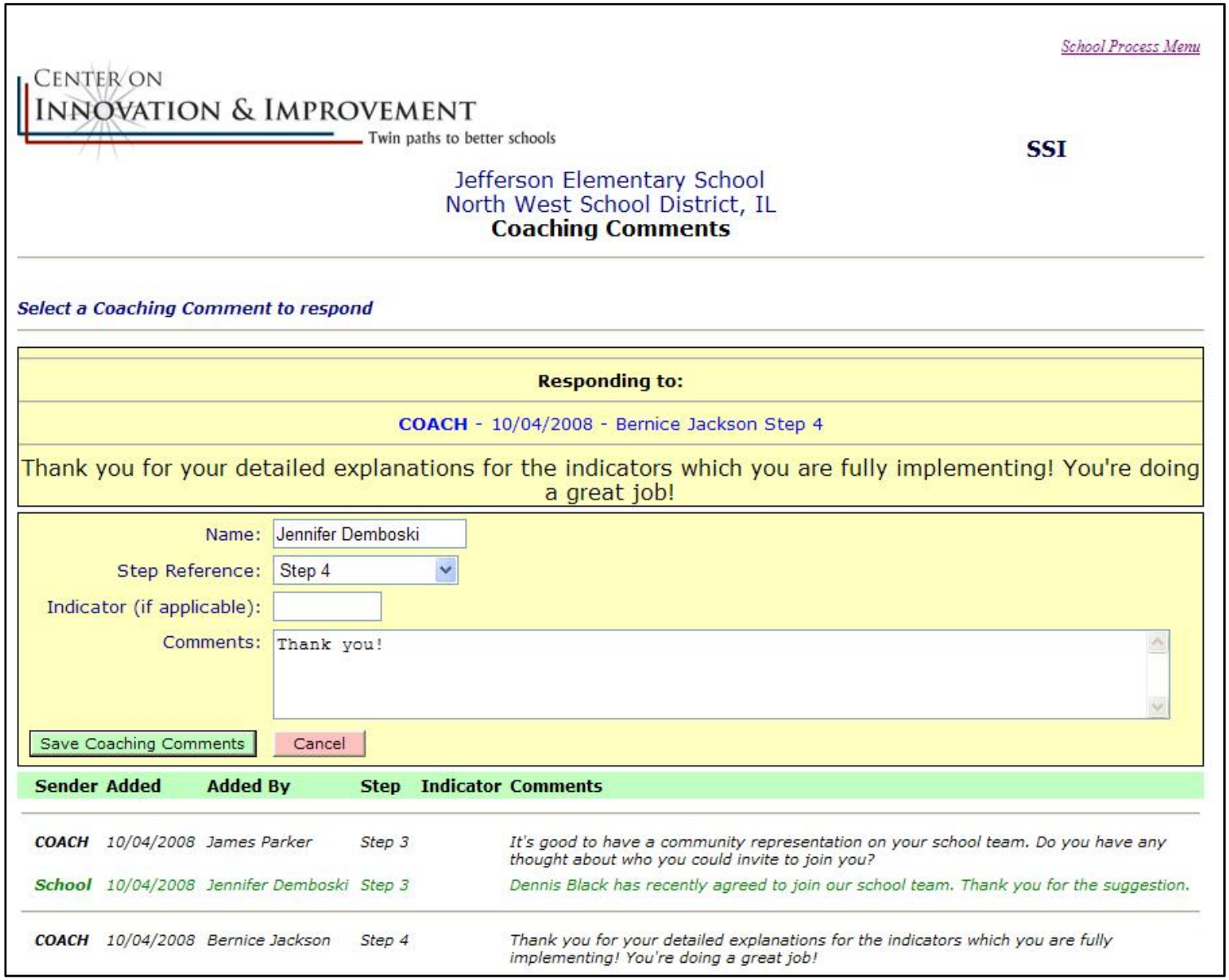



| Step | SSI Process | Process Status | |
|---|---|---|---|
| Step 1 | Register School | 02/21/2008 | Completed |
| Step 2 | Provide School Information | 02/28/2008 | Completed |
| Step 3 | Form School Team | 03/04/2008 | Completed |
| Step 4 | Assess School Indicators | 04/29/2008 | Started |
| Step 5 | Create School Improvement Plan | 04/29/2008 | Started |
| Step 6 | Monitor School Improvement Plan | 04/29/2008 | Started |

ii. Click on the "Coaching Comments" button to view the comments from the district or district liaison. Any previous comments and your subsequent responses will be listed here. The district or district liaison's comments are listed in black with the Sender as "COACH." The school's comments are listed in green with the Sender as "*School.*" Click on the comment to which you would like to respond.



iii. This opens the fields where you will enter your response. Click "Save Coaching Comments" when you're finished. This will send a notification to the district or district liaison that you have responded to their comment.



School Process Menu

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

SSI

Jefferson Elementary School
North West School District, IL
**Coaching Comments**

***Select a Coaching Comment to respond***

**Responding to:**

**COACH** - 10/04/2008 - Bernice Jackson Step 4

Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job!

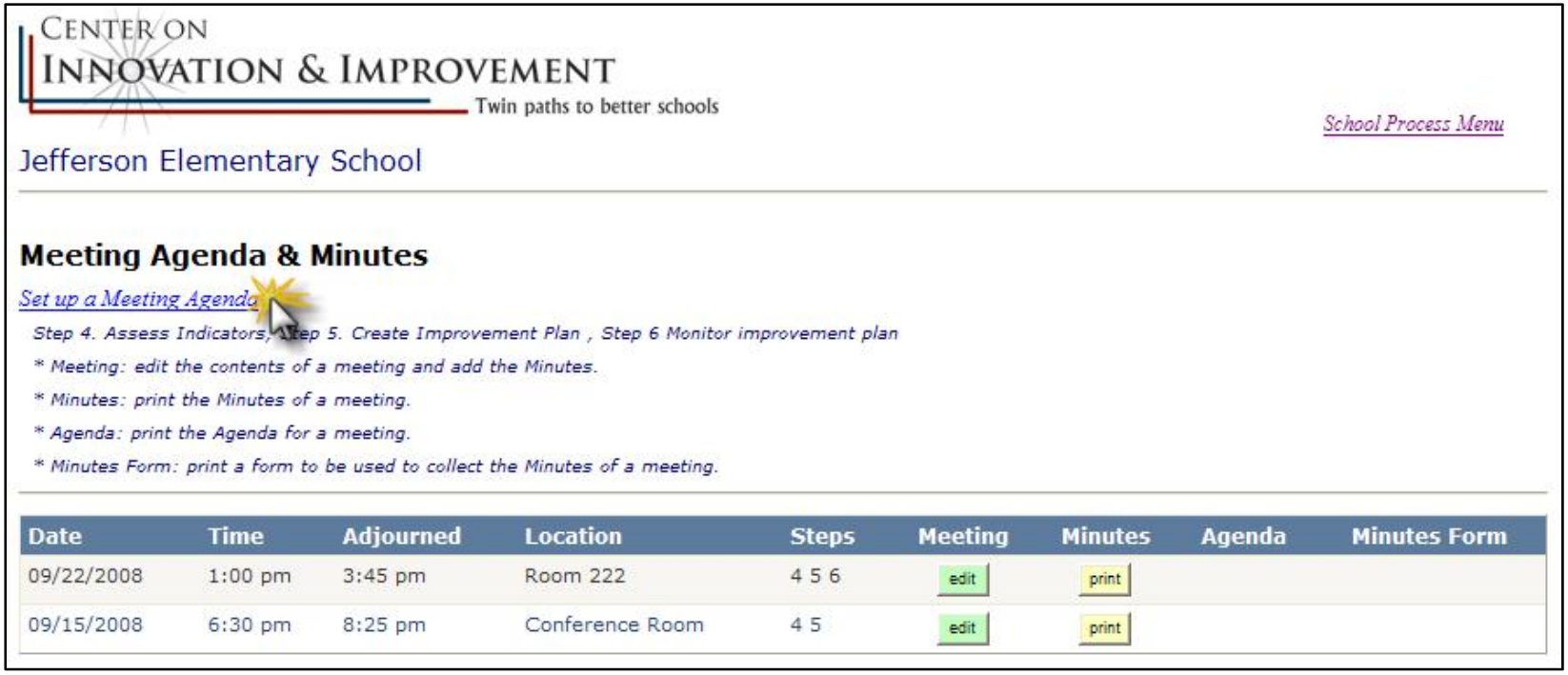
Name: Jennifer Demboski
Step Reference: Step 4
Indicator (if applicable):
Comments: Thank you!

Save Coaching Comments | Cancel

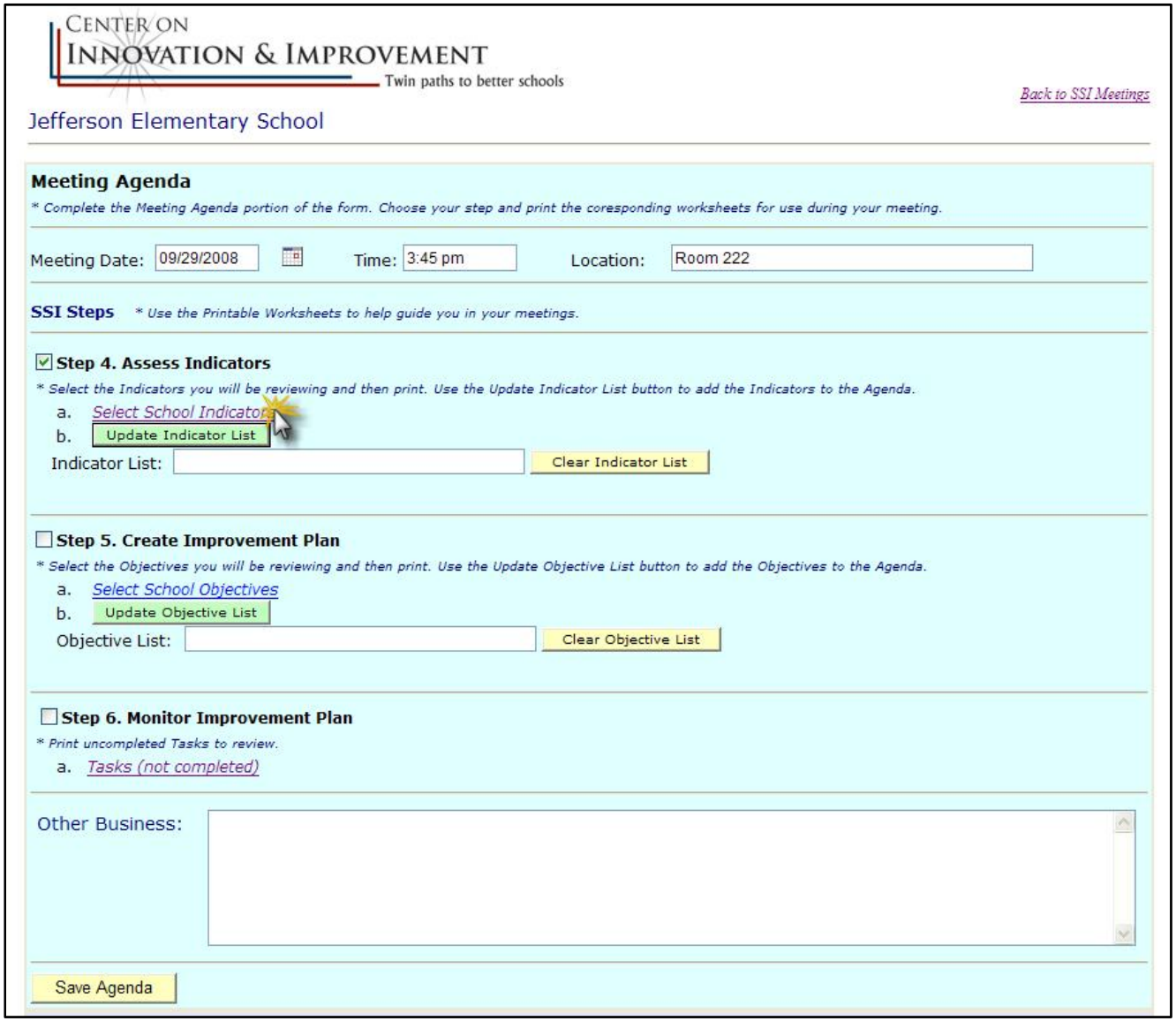
| Sender | Added | Added By | Step | Indicator | Comments |
|---|---|---|---|---|---|
| COACH | 10/04/2008 | James Parker | Step 3 | | It's good to have a community representation on your school team. Do you have any thought about who you could invite to join you? |
| School | 10/04/2008 | Jennifer Demboski | Step 3 | | Dennis Black has recently agreed to join our school team. Thank you for the suggestion. |
| COACH | 10/04/2008 | Bernice Jackson | Step 4 | | Thank you for your detailed explanations for the indicators which you are fully implementing! You're doing a great job! |

c. Agenda/Minutes – Use the Agenda/Meeting Minutes link to keep your meeting notes organized and easily accessible. Click the "Agenda/Meeting Minutes" button to open. Once you've held a meeting and have input your agenda and meeting minutes information, you will see a list of those meetings here.

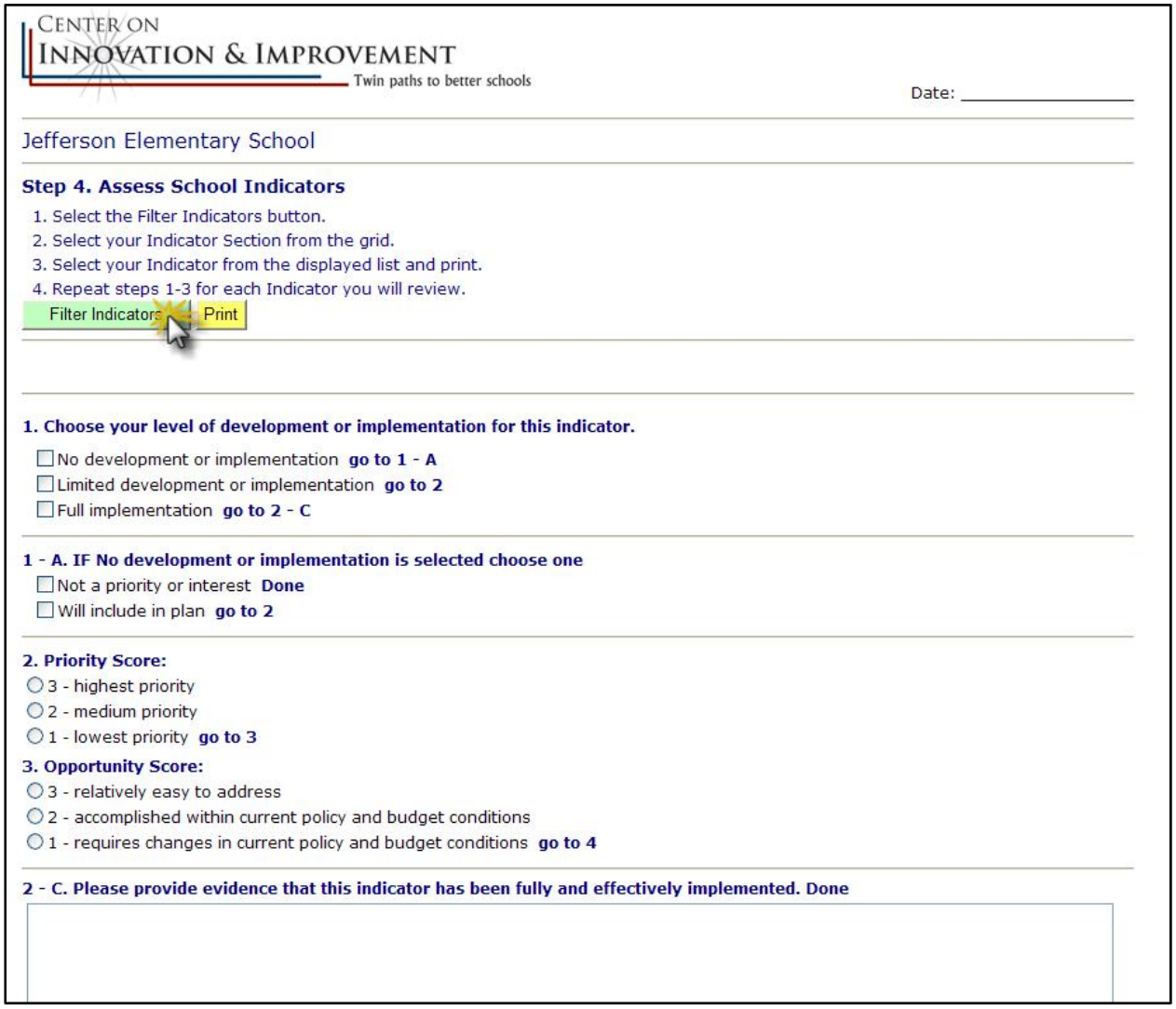
   i. First, let's create a new agenda. Click the "Set up a Meeting Agenda" link.



1. This will open the agenda entry form. First you will enter the agenda information about your meeting: date, start time, location.
2. Then you will indicate the topics that will be discussed at the meeting. If you're going to work on assessing indicators, check the "Step 4. Assess Indicators" box and click the "Select School Indicators" link.



a. This opens a tool to print a worksheet for assessing individual indicators. You will print one worksheet for each indicator you will be assessing at your meeting.
b. Click the "Filter Indicators" button.



c. This opens a list of the sections of school indicators. For each section is shown the Subsection I and Subsection II headers, as well as the number of indicators in each section and how many of those have already been assessed. Click on a section to open the list of indicators for that section to choose from.

Jefferson Elementary School

**Step 4. Assess School Indicators**

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators | Print

**SSI Indicators** Cancel

| ID | Section | Subsection I | Subsection II | Completed |
|---|---|---|---|---|
| I-D | Establishing a team structure with specific duties and time for instructional planning | | | 0 of 11 |
| I-E | Focusing the principal's role on building leadership capacity, achieving learning goals, and improving instruction | | | 1 of 7 |
| I-F | Aligning classroom observations with evaluation criteria and professional development | | | 0 of 9 |
| II-A | Engaging teachers in aligning instruction with standards and benchmarks | | | 1 of 2 |
| II-B | Engaging teachers in assessing and monitoring student mastery | | | 0 of 5 |
| II-C | Engaging teachers in differentiating and aligning learning activities | | | 0 of 2 |
| II-D | Assessing student learning frequently with standards-based assessments | | | 1 of 8 |
| III-A | Expecting and monitoring sound instruction in a variety of | Computer-Based Instruction | | 0 of 2 |

2 - C. Please provide evidence that this indicator has been fully and effectively implemented. Done

d. Now you see the list of the indicators that are available to be assessed in the section you chose. Click on an indicator that you will be assessing at your meeting, and then click the "Print" button to print the worksheet. Repeat these actions for each indicator you will be discussing. These worksheets can be copied and distributed to the school team members, along with the agenda, prior to your meeting. Close this worksheet page to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Date: _____

Jefferson Elementary School

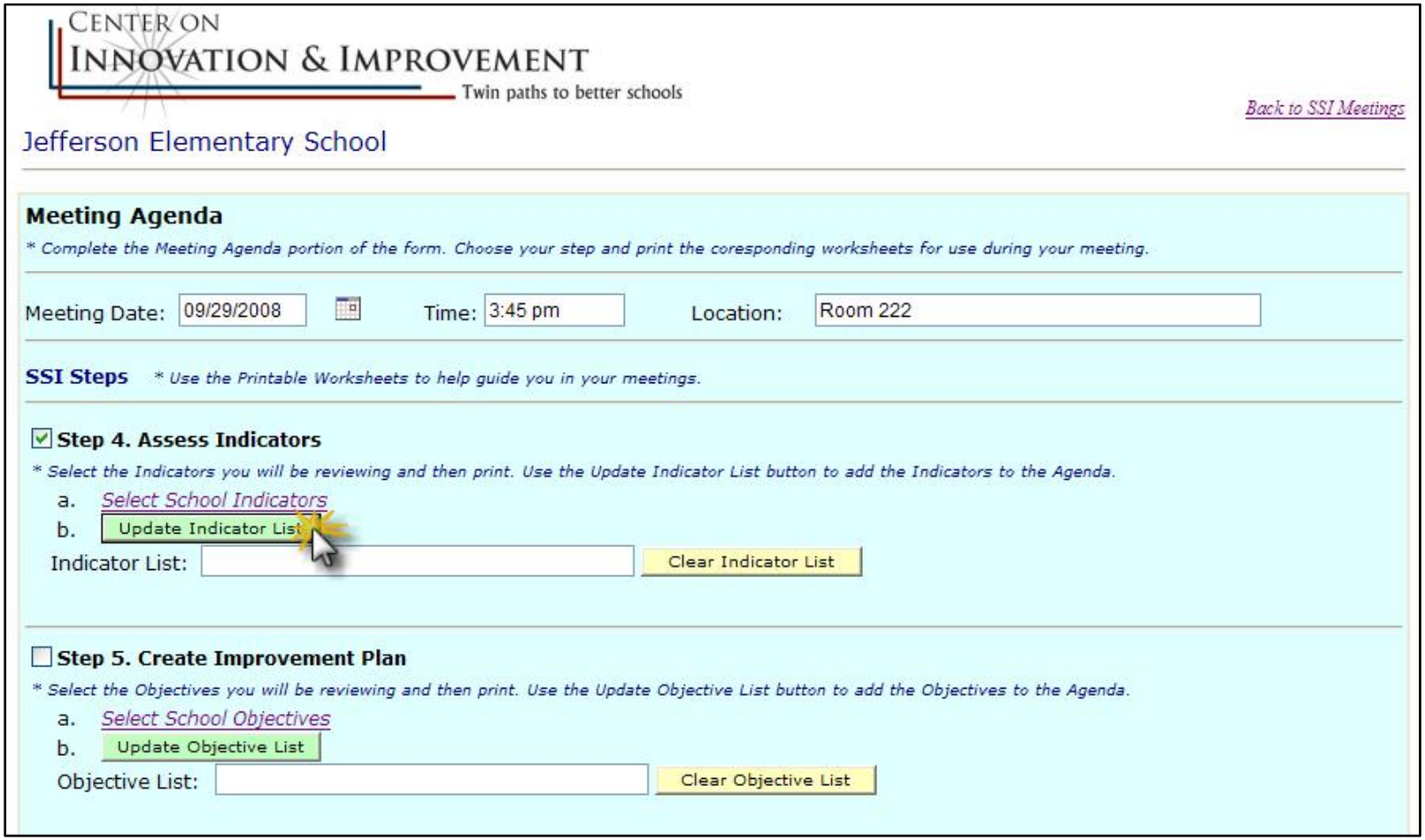
**Step 4. Assess School Indicators**

1. Select the Filter Indicators button.
2. Select your Indicator Section from the grid.
3. Select your Indicator from the displayed list and print.
4. Repeat steps 1-3 for each Indicator you will review.

Filter Indicators | Print

| | Select an Indicator from the list. |
|---|---|
| ID01 | A team structure is officially incorporated into the school improvement plan and school governance policy. |
| ID02 | All teams have written statements of purpose and by-laws for their operation. |
| ID03 | All teams operate with work plans for the year and specific work products to produce. |
| ID04 | All teams prepare agendas for their meetings. |
| ID05 | All teams maintain official minutes of their meetings. |
| ID06 | The principal maintains a file of the agendas, work products, and minutes of all teams. |
| ID07 | A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting). |
| ID08 | The Leadership Team serves as a conduit of communication to the faculty and staff. |
| ID10 | The school's Leadership Team regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs. |
| ID11 | Teachers are organized into grade-level, grade-level cluster, or subject-area Instructional Teams. |
| ID13 | Instructional Teams meet for blocks of time (4 to 6 hour blocks, once a month; whole days before and after the school year) sufficient to develop and refine units of instruction and review student learning data. |

3. Next, click the “Update Indicator List” button to insert the indicator ids that you’ll be assessing at your meeting into the Indicator List field on the agenda form.



a. Now you can move on to Step 5. Create Improvement Plan. Click the "Select School Objectives" link to open the worksheet (shown below), choose the objective to include in your plan, and print the worksheet for distribution. Repeat for other objectives as necessary. This process is the same as for Step 4. Assess Indicators. (Notice that the indicator and objective numbers are now showing in the agenda form.) Close this screen to return to the agenda form.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Date: _____

**Step 5. Create Improvement Plan**

*1. Select Objective List to display your Objectives.*
*2. Select an Objective from the displayed list and print.*
*3. Repeat steps 1 & 2 for each Objective you will review.*

Objective List | Print

***1.*** Assign a team member to manage and monitor your work toward this objective. _____

***2.*** Describe how it will look when this objective is being fully met.

***3.*** Establish a date by which your description above will be a reality. ____ / _____ / _____

**Tasks**

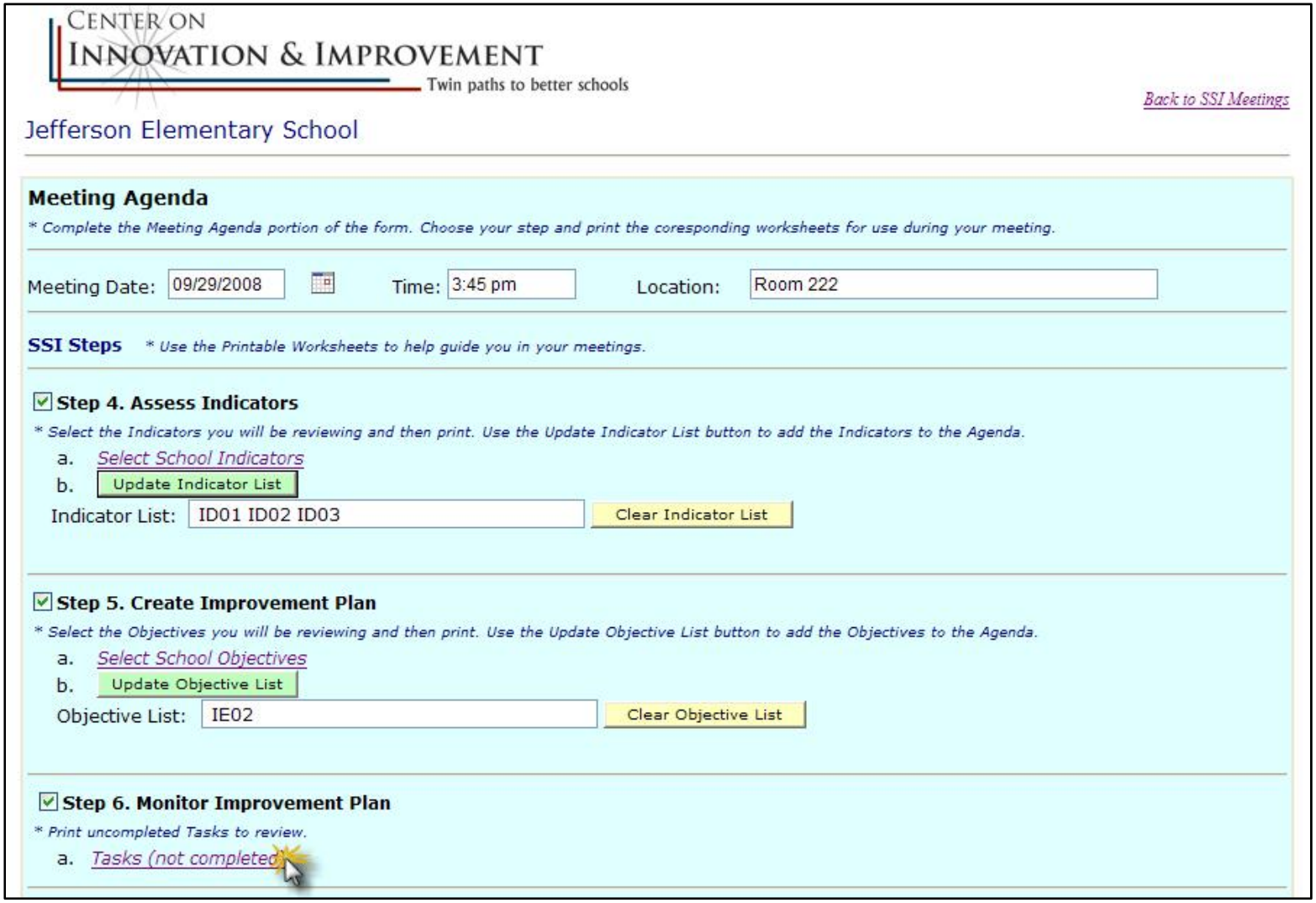
***T-1.*** Create task(s) for this objective.

***T-1a.*** Assign a person to be responsible for this task. _____

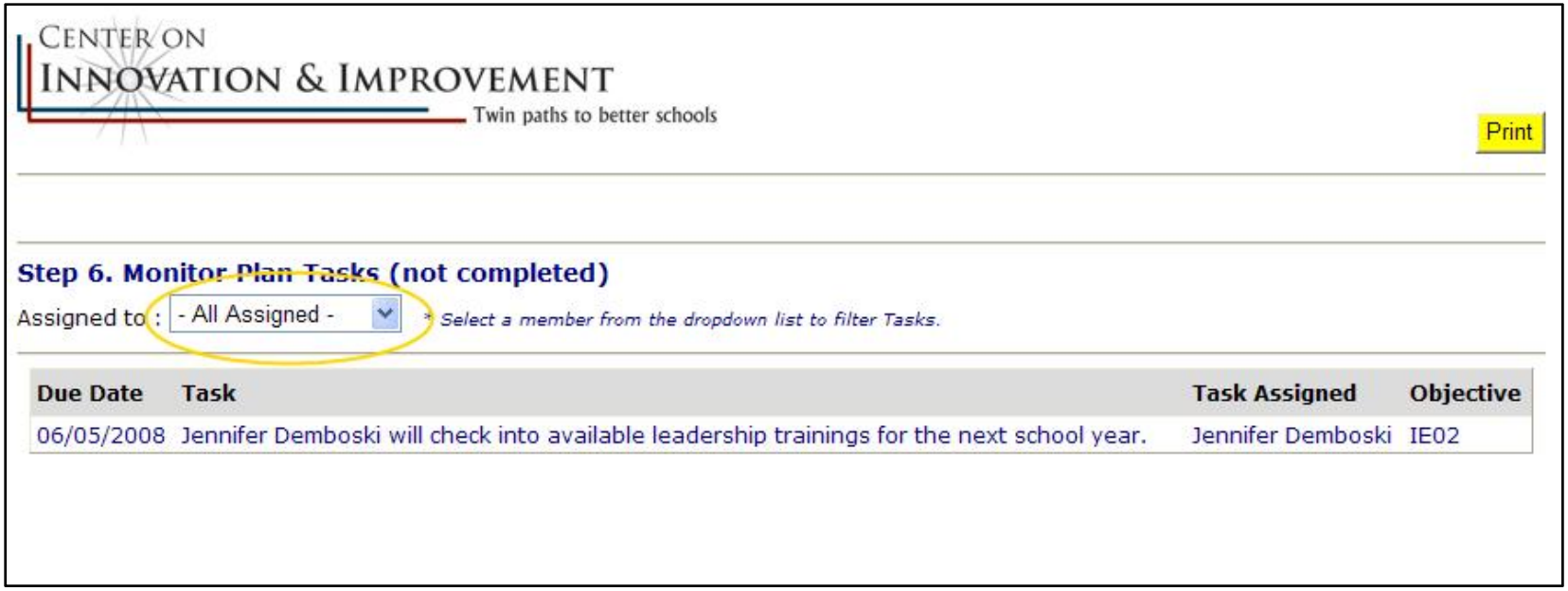
***T-1b.*** Establish a date this task will be completed. ____ / _____ / _____

***T-1c.*** Record notes from your discussion that will be helpful to the person responsible for this task.

4. Now you're ready for Step 6. Monitor Improvement Plan. Click the "Tasks (not completed)" link.



a. If you're going to monitor the progress of the work being accomplished on the assigned objectives' tasks, you'll want to print this report. This report lists all tasks that have not yet been completed, in order by the due date. You may use the "Assigned to" drop-down list to filter the report by the people to whom the tasks have been assigned. Print this report for distribution with the agenda prior to your meeting. Close this screen to return to the agenda form.



5. The last step in completing your agenda form is to add any Other Business information that your will discuss at your meeting. Click “Save Agenda” when you are finished.

CENTER ON INNOVATION & IMPROVEMENT
Twin paths to better schools

Back to SSI Meetings

Jefferson Elementary School

**Meeting Agenda**

** Complete the Meeting Agenda portion of the form. Choose your step and print the coresponding worksheets for use during your meeting.*

Meeting Date: 09/29/2008 Time: 3:45 pm Location: Room 222

**SSI Steps** ** Use the Printable Worksheets to help guide you in your meetings.*

☑ **Step 4. Assess Indicators**

** Select the Indicators you will be reviewing and then print. Use the Update Indicator List button to add the Indicators to the Agenda.*

a. Select School Indicators
b. Update Indicator List

Indicator List: ID01 ID02 ID03 Clear Indicator List

☑ **Step 5. Create Improvement Plan**

** Select the Objectives you will be reviewing and then print. Use the Update Objective List button to add the Objectives to the Agenda.*

a. Select School Objectives
b. Update Objective List

Objective List: IE02 Clear Objective List

☑ **Step 6. Monitor Improvement Plan**

** Print uncompleted Tasks to review.*

a. Tasks (not completed)

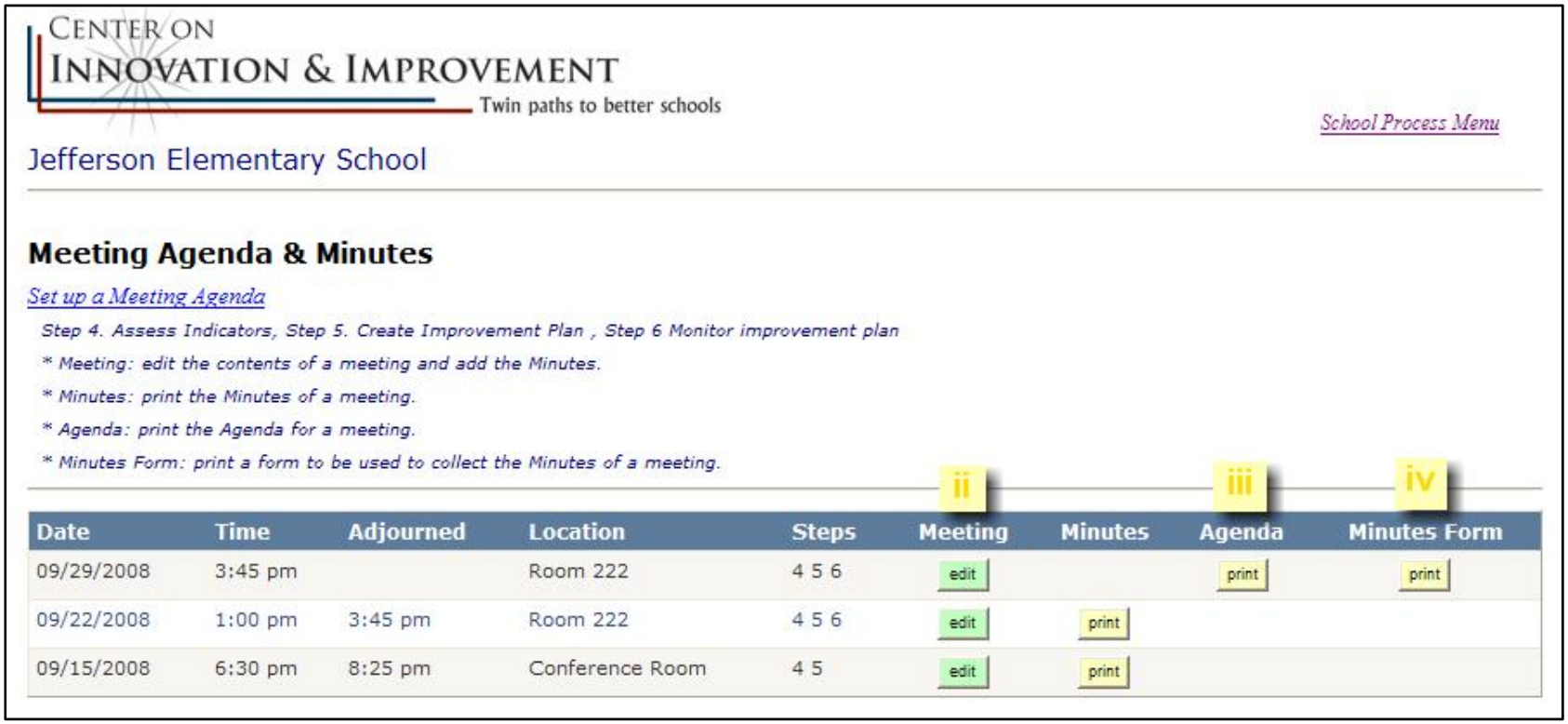
Other Business: Discuss other individuals that we would like to invite to be team members.

Save Agenda

ii. Use the “edit” buttons to update your agenda information. (This is also the same screen you’ll use to update any minutes information.

iii. Use the “print” button in the “Agenda” column to print the agenda for distribution. (Include any worksheets for Step 4 or Step 5, and the Task report for Step 6 with the agenda.)

iv. Use the “print” button in the “Minutes Form” column to print the “minutes” worksheet. This worksheet can be used by the individual who is responsible for taking notes during the meeting. On the worksheet you will indicate the team members and guests who attended, take notes on the discussion held during the meeting, report the time of adjournment, and the time and place of the next meeting.



v. Once the meeting has been held, come back to the Agenda/Meeting Minutes web-entry form and use the "edit" button in the "Meeting" column to open the agenda/ meeting minutes form. In the bottom portion of this screen you will enter the attendance, notes on discussion, time of adjournment, and the date and location of the next meeting. Click the "Save Minutes" button to save.

**Meeting Minutes** ** Enter and Submit following the SSI meeting.*

Team Members in Attendance:

☐ Dennis Black ☐ Walter Brimfield ☐ Todd Carlson ☐ Jennifer Demboski ☐ Bob Goodrich ☐ Jason Miller ☐ Rhonda Slack

Guests:

Action Taken:

Adjourned Time:

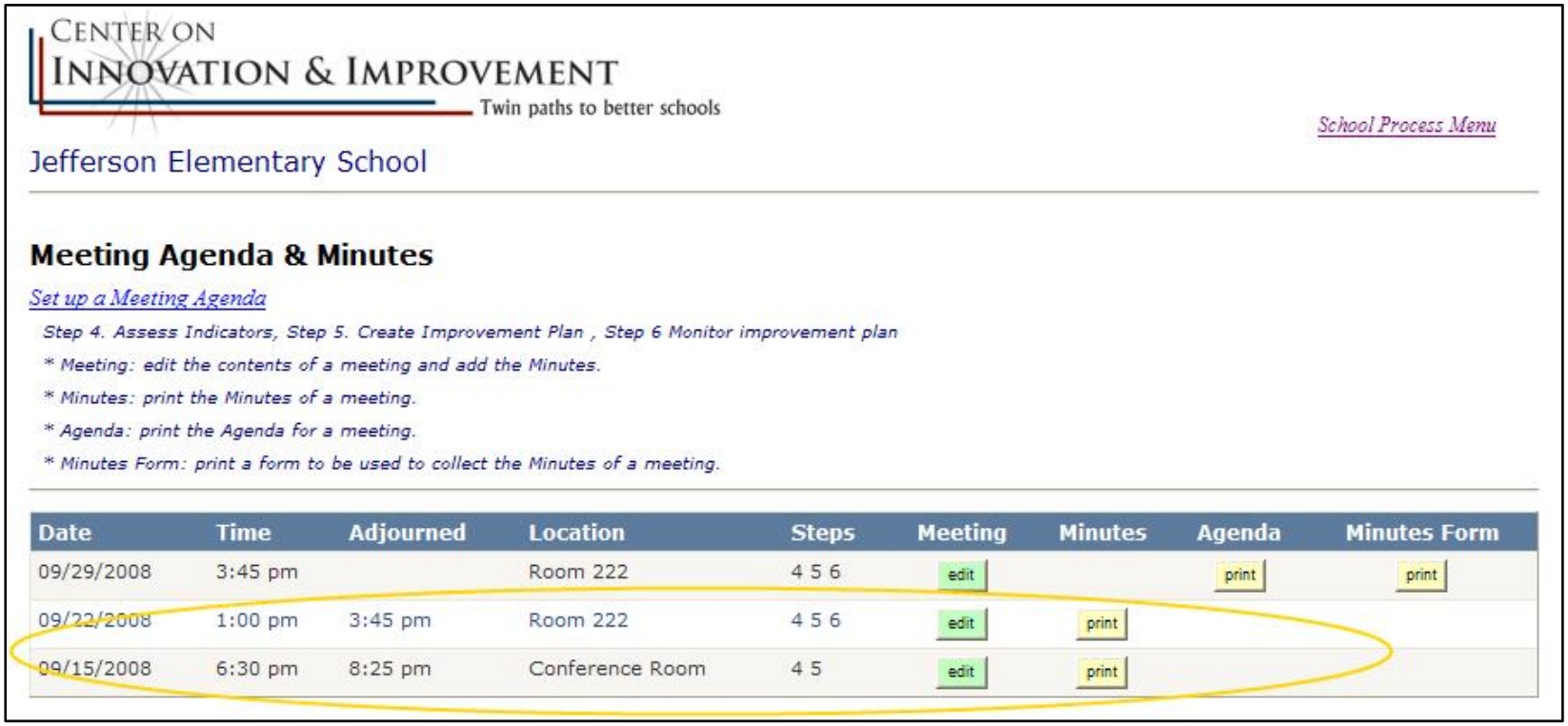
Next Meeting Date:

Meeting Time:

Meeting Location:

Save Minutes

vi. You will see in the Agenda/Meeting Minutes list that once the minutes have been entered and saved, the time of adjournment is displayed and the options to print the Agenda and Minutes Form are no longer available. You now have a button to print the final minutes report. You may still edit the minutes by using the "edit" button.



d. Worksheets – The third green button will open a screen where you can print worksheets to use for steps 2 – 6. The worksheet for steps 4-6 are the same ones that you use when completing your agenda.

**Center on Innovation & Improvement**
121 N. Kickapoo St.
Lincoln, Illinois  62656
217-732-6462
www.centerii.org

For technical assistance with the Support for School Improvement web entry system please contact:

Janis Langdon
217-732-6462 ext. 23
jlangdon@centerii.org

Bob Goodrich
217-732-6462 ext. 21
bgoodrich@centerii.org