



Office of School Improvement Focus Schools and Division Leadership Teams – Cohorts I - IV 2015-2016 Checklist

Date	Task
August 2015 – December 2015	Focus school principals and division contact persons will participate in their assigned Aligning Academic Review and Performance Evaluation (AARPE) Part II sessions – five sessions (August, September, October, November, and December).
September 18, 2015 *Cohorts I – III only	<p>Continuing focus school principals and division contact persons will participate in a webinar regarding requirements and procedures.</p> <p>Time: 10:00 a.m. or 1:00 p.m. (Select one session to attend)</p> <p>Log-in: https://connect20.uc.att.com/vait/meet/?ExEventID=84055322&CT=M</p> <p>1. Dial-in using the toll-free number (in USA): (877)873-8018. 2. When prompted, enter the Meeting Access Code: 4055322#</p> <p>To prepare in advance for the conference (for all devices): https://connect20.uc.att.com/vait/Prepare/.</p>
October 8, 2015 *Cohort IV only	Principals of newly identified focus schools (Cohort IV) and their division contact persons will participate in the Focus Schools Conference to review the 2015-2016 required activities of focus schools.
October 2015 – May 2016	<p>The division leadership team member assigned to each focus school will:</p> <ul style="list-style-type: none"> • Participate in the monthly division leadership team meetings; • Participate in the monthly school leadership team meetings to provide support and guidance; • Ensure monthly meeting agendas and minutes are posted via the state-determined improvement planning tool, Indistar®; and • Enter monthly coaching comments into Indistar® related to the school’s improvement plan. The school leadership team will respond to the comments.
October 2015 – December 2015	<p>New Users Only:</p> <p>The school- and division-level leadership teams will view a series of three recorded videos regarding the process for using the state-determined improvement planning tool, Indistar® (www.indistar.org), to create improvement plans.</p> <p>The recorded videos are available for viewing online at the following link: http://www.doe.virginia.gov/support/school_improvement/indistar/index.shtml</p>
October 2015 – March 2016	The focus school principal and division leadership team members may participate in voluntary webinars regarding instructional strategies to meet the needs of students representing the proficiency gap groups. Additional information will be provided in the



	monthly <i>Focus Schools Update</i> electronic newsletter.
November 6, 2015	The focus school principal will submit/upload the following via the Indistar® Dashboard: <ul style="list-style-type: none"> • <i>Data Query System Approval Form</i>; • <i>Adaptive Reading Assessment Approval Form</i>; • <i>Mathematics Student Growth Assessment Approval Form</i>; and • Local educational agency’s notification letter distributed to the parents of students attending the identified focus schools.
November 6, 2015	The division contact person will submit a signed copy of the <i>Focus Schools Assurances</i> document to Dr. Yvonne Holloman.
TBD	Principals and division contact persons of Cohorts I and II focus schools that <u>did not</u> exit focus status will: <ul style="list-style-type: none"> • Make presentations to a VDOE panel regarding interventions implemented; • Participate in a needs assessment to identify reasons the school has not exited focus school status; and • Participate in a series of webinars and/or technical assistance meetings related to strategies designed to meet the needs of English language learners, students with disabilities, and economically disadvantaged students.
January 29, 2016 *Cohort IV only	The school- and division-level leadership teams associated with Cohort IV focus schools will submit their completed improvement plan via the Indistar® Dashboard (www.indistar.org).
November 20, 2015* February 12, 2016* April 8, 2016 June 30, 2016 * Cohorts I – III only	The division leadership support team will: <ul style="list-style-type: none"> • Meet with the school improvement team of each focus school to discuss the quarterly data and needed revisions to the school improvement plans. Monthly meeting minutes and agendas must be posted on the Indistar® Web site. The following data points for students assigned Tier 2 and Tier 3 interventions must be reviewed during the quarterly meetings (this information is housed in the VDOE-approved data query system): <ul style="list-style-type: none"> ○ Student attendance; ○ Student discipline infractions; ○ Reading and mathematics grades; ○ VDOE-approved adaptive reading and mathematics student growth assessment results; and ○ Phonological Awareness Literacy Screening (PALS) Fall and Spring Benchmarks • Make revisions to the division improvement plan (i.e. adding indicators and/or tasks) based on information gleaned from the meeting with the focus schools. <p>Note: The <i>Focus Schools Quarterly Data Analysis Report</i> will be submitted via the Indistar® Dashboard. School <u>and</u> division improvement plans will be submitted via the Indistar® Dashboard.</p>