



Office of School Improvement Focus Schools and Division Leadership Teams – Cohort I 2013 Checklist

Date	Task
August 12 and 13, 2013	Focus school principals and division contact persons will participate in a webinar with OSI staff to discuss the 2013-2014 required activities for focus schools.
September 16, 2013	The division contact person will participate in the <i>Division Leadership Support Team</i> meeting at The College of William and Mary. Note: On July 16, 2013, the division superintendent received an e-mail from Dr. Kathleen Smith regarding selection of a key instructional leader to serve as the division contact person who will attend this meeting.
September 16, 2013	The division contact person will submit an approved purchase order to <i>University Instructors</i> and provide a copy to Annette Monroe-Martin at: annette.monroe-martin@doe.virginia.gov .
September 20, 2013	The focus school principal will submit the Data Query System Approval Form via the Indistar® Dashboard.
September 20, 2013	The focus school principal will submit the Adaptive Reading Assessment Approval Form via the Indistar® Dashboard.
September 26, 2013 October 17, 2013 November 21, 2013 January 16, 2014 February 20, 2014 March 20, 2014	<p>School and/or division leadership teams may participate in School Improvement Support Session (SISS) webinars.</p> <ul style="list-style-type: none"> • These voluntary sessions will focus on the basic components of the Indistar® Web-based planning tool and improvement planning processes. • Participants will have an opportunity ask questions and receive technical assistance. • All sessions will begin at 10:00 a.m.
October 1, 2013	<p>School and division leadership teams will revise and align their improvement plans using information gleaned from the Spring 2013 Standards of Learning (SOL) results and other relevant data.</p> <p>Both revised improvement plans will be submitted via the Indistar® Dashboard.</p>
October 1, 2013	A copy of the local educational agency's notification letter distributed to the parents of students attending focus schools should be uploaded into the school's Indistar® Filing Cabinet.
October 1, 2013	<p>The Algebra Readiness Diagnostic Test (ARDT) Reporting Form should be completed and submitted via the Indistar® Dashboard.</p> <p>*Required for schools with grade 5 or higher</p>



<p>October 2013 – May 2014</p>	<p>The division leadership team member assigned to each focus school will:</p> <ul style="list-style-type: none"> • Participate in the monthly school leadership team meeting to provide support and guidance. • Enter monthly coaching comments into Indistar related to the school's improvement plan. The school leadership team will respond to the comments.
<p>October 22, 23, or 24, 2013</p>	<p>Office of School Improvement staff will conduct live, regional trainings on the academic review process for school divisions on October 22, 23, and 24, 2013. These trainings should be attended by central office key instructional personnel. The trainings will be conducted at regional locations to be announced later and will be one day in length.</p>
<p>*November 22, 2013 *February 14, 2014 *April 30, 2014 *June 30, 2014</p>	<p>The division leadership support team will:</p> <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. • 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>Both division- and school- level leaderships teams will enter data associated with the identified tasks in the:</p> <ul style="list-style-type: none"> o Assessment Component of the Indistar® Main Menu OR o Filing Cabinet located on the Indistar® Dashboard <p>Information regarding the data must be stated explicitly within the monitoring comments (i.e., <i>Tier 2 students were administered the Happy Town Reading Assessment, and 45% of them met the benchmark</i>).</p> <p>A copy of the spreadsheet from the VDOE-approved data query system must be uploaded into the school's Filing Cabinet located on the Indistar® Dashboard. The spreadsheet must contain the following data regarding students receiving Tier 2 and Tier 3 interventions:</p> <ul style="list-style-type: none"> • Student attendance • Student discipline infractions • Reading and mathematics grades • Benchmark results • Phonological Awareness Literacy Screening (PALS) Fall and Spring Benchmarks • Student transfers • Interventions assigned to the student <p>Note: Please remove all personally identifiable information prior to uploading the spreadsheet.</p> <p>* School and division improvement plans will be submitted via the Indistar® Dashboard.</p>
<p>May 1, 2014</p>	<p>The Algebra Readiness Diagnostic Test (ARDT) Reporting Form should be completed and submitted via the Indistar® Dashboard.</p> <p>*Required for schools with grade 5 or higher</p>

