



Office of School Improvement Focus Schools and Division Leadership Teams – Cohort 2 2013 Checklist

Date	Task
October 3, 2013	Principals of newly identified focus schools and their division contact persons will participate in a webinar regarding the <i>Elementary and Secondary Education Act of 1965</i> (ESEA) Flexibility Waiver Requirements. The webinar will begin at 9:00 a.m.
October 2013 – May 2014	The division leadership team member assigned to each focus school will: <ul style="list-style-type: none"> • Participate in the monthly school leadership team meetings 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.
October 21, 2013 November 14, 2013 December 12, 2013 January 7, 2014	The division contact person and each focus school principal will participate in four technical assistance webinars regarding the ESEA Flexibility Waiver requirements. <ul style="list-style-type: none"> • <u>Technical assistance session 1</u> – Improvement planning with Indistar® • <u>Technical assistance session 2</u> – Targeted intervention indicators • <u>Technical assistance session 3</u> - Quarterly data reviews • <u>Technical assistance session 4</u> - Monitoring and revising improvement plans <p>All sessions will begin at 9:00 a.m.</p> <p>To connect to the Web Conference: =====</p> <p>Click here: https://connect20.uc.att.com/vait/meet/?ExEventID=84055322&CT=M</p> <p>TO CONNECT WITH YOUR *TELEPHONE ONLY* (no computer): =====</p> <ol style="list-style-type: none"> 1. Toll-Free Number (in USA): (877)873-8018. 2. When prompted, enter the Meeting Access Code: 4055322# <p>To prepare in advance for the conference (for all devices): https://connect20.uc.att.com/vait/Prepare/.</p>
October 22, 23, or 24, 2013	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.
October – December 2013	The school- and division-level leadership teams will view a series of four recorded webinars on how to use the Indistar® Web-based Planning Tool (www.indistar.org) to create improvement plans. The recorded webinars will be available for viewing online at the following link: http://www.doe.virginia.gov/support/school_improvement/planning/index.shtml <ul style="list-style-type: none"> • October 16, 2013 - Session 1 of the webinar series should be viewed.



	<ul style="list-style-type: none"> • November 13, 2013 - Session 2 AND the session regarding the <i>Target Intervention Indicators</i> should be viewed. • December 11, 2013 - Session 3 of the webinar series should be viewed. <p>School and division teams will develop and align their improvement plans using information gleaned from the recorded webinars.</p> <p>The division leadership team will meet with the school improvement team of each focus school to align the district improvement indicators with the rapid improvement indicators selected by each focus school.</p> <p>Meeting minutes and agendas must be posted on the Indistar® web site for review by the OSI contractor.</p>
<p>November 1, 2013</p>	<p>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.</p>
<p>November 25, 2013</p>	<ul style="list-style-type: none"> • The Algebra Readiness Diagnostic Test (ARDT) Reporting Form should be completed and submitted via the Indistar® Dashboard. *Required for schools with grade 5 or higher • The focus school principal will submit the Data Query System Approval Form via the Indistar® Dashboard. • The focus school principal will submit the Adaptive Reading Assessment Approval Form via the Indistar® Dashboard.
<p>January 10, 2014</p>	<p>The school- and division-level leadership teams will submit their completed improvement plans via the Indistar® Dashboard (www.indistar.org).</p>
<p>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>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>