


Office of School Improvement Technical Assistance Guide for Local Educational Agencies 2011-2012





The ultimate goal in school improvement is for the people attached to the school to drive its continuous improvement for the sake of their own children and students.

- Dr. Sam Redding

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Introduction

The purpose of this guide is to introduce the technical assistance activities, webinars and resources provided by the Virginia Department of Education's Office of School Improvement (OSI) during school year 2011-2012. This guide:

- describes technical assistance activities including Breaking Ranks training, Lead Turnaround Partner training, division leadership support training, and support to high schools rated *Provisionally Accredited/Accredited with Warning* due to the Graduation and Completion Index (GCI);
- provides a summary of the differentiated technical assistance model. The process outlined in this model will help the OSI understand and address the technical assistance needs of each school division;
- summarizes the Indistar® Web-based planning tool; and
- provides details for each scheduled webinar series, including dates, times, instructors/facilitators, and instructions for joining both the audio and video portions of the webinar. First priority for attending webinars is given to those schools and divisions identified by the OSI through the *Differentiated Technical Assistance* process.

The Office of School Improvement Staff

The Office of School Improvement (OSI) promotes student learning and achievement by assisting schools and school divisions in the implementation of effective instructional strategies and best practices. The responsibilities of the OSI include school-level and division-level academic reviews, school improvement planning, and innovative programs.

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Requirements for Recipients of 1003(a) Grant Funds

The Office of School Improvement will provide technical assistance to schools in improvement under the *No Child Left Behind Act of 2001* (NCLB) and receiving the 1003(a) grant funds. This section of the guide outlines the requirements and types of technical assistance provided to schools and their respective division leadership teams.

Division Leadership Team and Division Liaison

A condition of award for the 1003(a) grant requires the establishment of a division leadership team to support the improvement efforts undertaken by the schools in your division. Members of the division leadership team shall include the following representatives:

Director of Instruction (this person will serve as the division contact and will work with the College of William and Mary this year on division-level program planning and evaluation for school improvement)

Title I Director

Special Education Director

ELL Director

The division leadership team will be responsible for:

- Reviewing the school-level improvement plans for each 1003(a) school and develop a division-level improvement plan which aligns the division-level improvement indicators with the rapid improvement school indicators;
- Monitoring the division-level improvement plan via the Indistar web-based planning tool on a monthly basis;
- Designating a member to serve on the school improvement team for each 1003(a) school; and
- Meeting with principals, as a team, on a quarterly basis to review and analyze the Data Analysis Quarterly Report, and use this information to update the division-level improvement plan

A division liaison from the Office of School Improvement will be assigned to work with your division contact to support the schools in improvement by providing guidance regarding the division's improvement efforts. Activities may include site visits, assistance with developing and monitoring division and school improvement plans, and recommending differentiated technical assistance provided by OSI.

Microphone and Web Cam

Please consider using your funding for 1003(a) to purchase a microphone and web cam. We are using new technology to offer the web conferences through VoiP (Voice over Internet Production). We have completed trials using a Logitech microphone and it works well in place of a speaker telephone (for a group). Please visit this website if you are interested, but there are several others available as well: <http://www.logitech.com/en-us/webcam-communications/microphones/devices/221>. A web cam will be used in some small group technical assistance. The web cam on a laptop cannot show the group unless it is turned toward the group.

Differentiated Technical Assistance

In an effort to meet the varied needs of schools in Title I School Improvement, the Office of School Improvement (OSI) has designed a differentiated technical assistance process. Technical assistance recommended by the division liaison, in collaboration with the division contact, may include one or more of the following:

1. **Peer mentors** – The school/division may be paired with a similar school/division performing high in an area of identified need in order to help the school learn new skills via a mentor/mentee relationship.
2. **Direct technical assistance** – OSI staff and/or Technical Assistance Team members may provide targeted assistance via telephone, e-mail, on-site visit, or a combination of these methods. Technical assistance can address a variety of topics.
3. **Webinar series** – Division liaisons may choose one or more series of webinars to be attended by the principal and other school and division leaders as needed. It is recommended that the division liaison invite division staff including the division's representative for the school's team to attend webinars.

Formative Assessment Modules

During the 2010-2011, schools receiving FY 2009 1003(g) funds participated in formative assessment training through Editure® (formerly TeachFirst®). This technical assistance enabled school personnel to explore research regarding the use of formative assessments as diagnostic tools. In addition, the following four modules were completed:

- Feedback
- Assessment for Learning
- Checking for Understanding
- Uncovering Misconceptions

School teams will continue participating in the formative assessment training via webinars and school-based activities related to the aforementioned modules. Two webinars have been scheduled for **October 5, 2011** and **February 29, 2011**. Participants may attend either the 10:00 a.m. or 1:00 p.m. session on both dates. Additional information regarding the Editure® Formative Assessment Series may be accessed at <http://editurepd.com/>.

Indistar®

The Indistar® web-based planning tool assists school- and division-level teams with assessing, planning, implementing, and monitoring progress toward accomplishing the rapid improvement indicators (school-level teams) or district improvement indicators (division-level teams). In addition, we have trained the division liaisons to provide more individualized support when needed. Indistar® provides a reporting system that includes procedures for submitting the minutes of each division- and school-level improvement meeting. As required by OSI, monthly meeting agendas and minutes must be maintained on Indistar® at the division- and school-levels.

Additional information regarding the Indistar® web-based planning tool may be found at: <http://www.indistar.org> . You may also wish to view the video regarding Indistar® at: <http://www.youtube.com/watch?v=EQ8cKY6MEKU>

Web-based Data Analysis and Reporting Tool for Quarterly Reporting

The Virginia Department of Education (VDOE) has contracted with Casenex, LLC to provide a Web-based data analysis and reporting tool, "The Virginia Dashboard," that may be purchased by Virginia public school divisions. The Virginia Dashboard provides a tool for a quarterly data analysis system that may be used by schools and divisions to make strategic, data-driven decisions in order to deploy needed interventions for students who are not meeting expected growth measures and/or who are at risk of failure and dropping out of school. In addition, this tool will follow those interventions throughout the year to determine their effectiveness. This tool is available on a state contract for \$500 per school. Funds from the 1003(a) grant for each identified school may be used to purchase the tool unless the LEA chooses to use other funding. If you are interested please contact Dr. Griffin Fernandez at gfernandez@casenex.com.

Quarterly reports will be generated based upon the following minimum school-level data points:

- Student attendance
- Teacher attendance
- Benchmark results
- Reading and mathematics grades
- Student discipline reports
- Phonological Awareness Literacy Screening (PALS) data (Fall and Spring)
- World-Class Instructional Design and Assessment (WIDA) data for ELL students
- Student transfer data
- Student Intervention Participation by Intervention Type
- Other indicators can be loaded, if needed

The OSI will permit the LEA to use one of the following alternative options to complete a quarterly report:

- *New web-based data analysis and reporting tool* through Casenex, LLC – DATACATION.
- Completion of the paper format of the OSI Data Analysis Quarterly Report (this was used by schools during the 2010-2011 school year) or

- Data reporting tool currently in use in the local educational agency (LEA) provided it includes at a minimum the school-level data points outlined above and is available to the principals immediately following the end of the quarter (three to five days after the quarter ends)

Analysis of the data points from the quarterly reporting system selected by the LEA will be used by school improvement teams each quarter to respond to the following questions posted on the *Virginia Indistar Dashboard* (www.centerii.org) :

1. Based upon analysis of data in your benchmark results and grade distribution, do you need to assign additional tasks for your current indicators?
2. Based upon analysis of data in your benchmark results, grade distribution, formative and summative assessments, which indicators will be added to your Indistar® online plan to address or modify your current plan?
3. Correspondingly, what Indistar® tasks will the school, through the principal, the governance committee, or the school improvement team, initiate in each of the Indistar® indicators identified above?
4. What is the progress of your students needing intervention? Supplemental Educational Services(SES) students?
5. What specific interventions are being put in place as the result of your data analysis?
6. What plan is in place to monitor this process?

Additional information regarding the *New Web-based Data Analysis and Reporting Tool* and webinar training sessions for LEA technology staff, principals, data coordinators, and division instructional staff may be found by accessing *Superintendent's Memo #222-11* at: http://www.doe.virginia.gov/administrators/superintendents_memos/2011/222-11.shtml

Checklists for School and Division Teams

The OSI has developed an improvement checklist for both division- and school-level teams to inform them about important dates for the upcoming school year. A copy of the division- and school-level checklists may be found in the appendix of this document.

Technical Assistance Activities

Breaking Ranks Training

OSI Contact Person: Selena McBride

Breaking Ranks training is intended for principals who lead schools that were new to the improvement process in the 2010-2011 school year, or principals of schools that had been in improvement, but who have not yet attended Breaking Ranks training. Breaking Ranks training in 2011-2012 consisted of a conference held July 18-20, 2011 in Richmond. Some of the topics emphasized during the Breaking Ranks conference were:

- Collaborative Leadership and Professional Learning Communities;
- Personalizing the School Environment; and,
- Making Learning Personal through Curriculum, Instruction, and Assessment.

Follow-up training for principals who participated in the July training will be held on **November 14, 2011 at the Richmond Capitol**. Principals who were unable to participate in the July training will have sessions presented **November 15-16, 2011 at the Richmond Capitol**.

Technical Assistance for Tier I and II Schools with Lead Turnaround Partners

OSI Contact Person: Kathleen Smith

Schools implementing the U.S. Department of Education's (USED) transformation or turnaround models will receive ongoing technical assistance to ensure compliance with all 1003(g) school improvement grant requirements. Dr. Julie Corbett, *Corbett Education Consulting*, will facilitate technical assistance sessions for new (Cohort 2) and returning (Cohort 1) schools by providing background research and information about selected strands of the improvement models. Session topics will include:

- Introduction to the school improvement grant (SIG)
- Differences and alignment between state/federal/lead turnaround partner (LTP) requirements
- Team building
- School Improvement planning
- Stakeholder engagement
- iStation® training

2011-2012 Meeting Schedule

September 20, 2011	Cohort 2 Meeting	January 12, 2012	Cohort 1 Mock Board Meeting and Mid-year Reflections
September 21, 2011	Cohort 1 Meeting/Site Visit	March 13, 2012	Cohort 2 Meeting
November 9, 2011	Cohort 2 Meeting	March 14, 2012	Cohort 1 Meeting/Site Visit
November 10, 2011	Cohort 1 Meeting/Site Visit	April 25, 2012	Cohort 2 Meeting
January 11, 2012	Cohort 2 Meeting	April 26, 2012	Cohort 1 Mock Board Meeting and Planning for 2012-2013

Division Leadership Support Team Project

OSI Contact Person: Yvonne Holloman

The Office of School Improvement has collaborated with The College of William and Mary to support and develop leadership at the division level through the Division Leadership Support Team (DLST) Project. The goal of the project is to achieve efficient and effective division policies, programs, and practices to enhance growth in student learning through differentiated support to schools. Each participating division leadership team will receive ongoing support from a Virginia Department of Education (VDOE) division liaison with extensive experience in public education. Using the Indistar® district improvement indicators as a foundation, the VDOE works with a division liaison who will assist the division leadership team with developing a formalized system of support reflecting best practices to promote and support positive change at the central office and school level.

On a monthly basis, VDOE division liaisons will participate in technical assistance meetings at The College of William and Mary facilitated by several experts in the field of public education. Meeting topics will include:

- Visible Learning
- Revised Virginia Standards of Learning
- District Improvement Planning
- Using Change Maps to Build Local Capacity for Improvement

In an effort to cultivate the working relationship between the VDOE liaison and the central office contact person, joint meetings will be conducted on a semi-monthly basis to share information regarding the division improvement process.

2011-2012 Meeting Schedule

August 17-18, 2011	Division Liaison Meeting	January 9, 2012	Division Liaison Meeting
September 19, 2011	Division Liaison Meeting	February 13, 2012	Combined Meeting
October 3, 2011	Combined Meeting	March 5, 2012	Division Liaison Meeting
November 7, 2011	Division Liaison Meeting	June 24-26, 2012	School-University Research Network (SURN)
December 5, 2011	Combined Meeting		

Support to High Schools Provisionally Accredited/Accredited with Warning – Graduation and Completion Index (GCI)
OSI Contact Persons: Lynn Sodat and Jo Ann Burkholder

In February 2009, the Board of Education strengthened Virginia's accountability program by requiring all high schools to meet annual benchmarks for graduation. An additional requirement for high school accreditation, the Graduation and Completion Index (GCI), took effect for all schools with a graduating class beginning with the 2011-2012 accreditation ratings. The GCI assigns point values for all students at the end of their fourth year of high school enrollment:

Point Values Assigned to Graduation and Completion Index in Proposed SOA	
<u>Diploma/Certificate/Other</u>	<u>Point Value</u>
Board recognized diplomas in SOA	100
GED	75
Still in school	70
Certificates of Program Completion	25

The GCI is calculated for the current year as well as a three-year trailing average. To be Fully Accredited, a benchmark of 85 or higher must be met in either the current year or using the three-year average. A rating of Provisionally Accredited-Graduation Rate is awarded to high schools that meet the following benchmarks:

Benchmarks for Graduation and Completion Index and Rating of Provisionally Accredited-Graduation Rate		
<u>Academic Year</u>	<u>Accreditation Year</u>	<u>Point Value</u>
2010-2011	2011-2012	80
2011-2012	2012-2013	81
2012-2013	2013-2014	82
2013-2014	2014-2015	83
2014-2015	2015-2016	84

The Provisionally Accredited-Graduation Rate Rating will not be awarded after the 2015-2016 accreditation year. Schools rated Provisionally Accredited-Graduation Rate or Accredited with Warning due to the GCI must undergo an academic review (see [8 VAC 20-131-310](#)). There are three main elements of the modified academic review process for high schools.

1. **Data-driven strategy development** – Required use of an early warning system such as the Virginia Early Warning System (VEWS) or Datacation. Early warning systems rely on readily available data – housed at the school – to predict which students are at risk for dropping out of high school; target resources at the school- and division-level to support students not on-track to graduate while they are still in school and before

they drop out; examine patterns and identify school climate issues that may contribute to disproportionate dropout rates. The VEWS tool, an implementation guide, and technical manual are available online at http://www.doe.virginia.gov/support/school_improvement/early_warning_system/index.shtml).

2. **Regional liaisons and other technical assistance** – Regional liaisons are assigned by the Office of School Improvement to work with division and school teams. Technical assistance is held regionally and provided to each school individually as needed. Web conferences are provided based upon the National High School Center's *Eight Elements of High School Improvement*. Additional web conferences will be developed to address various instructional topics.
3. **Division- and school-level teams** – Divisions and schools will be required to form teams to address graduation issues at the division- and school- levels. The school team will execute the 7-Step Implementation Process for using the VEWS or similar early warning system tool. Both teams will conduct a comprehensive needs assessment and develop an improvement plan. This plan will incorporate *High School Rapid Improvement Indicators* from the Center on Innovation and Improvement and *The Eight Elements of High School Improvement Indicators* from the National High School Center.

In order to best meet the needs of divisions and high schools throughout the academic review process, the following technical assistance will be provided:

1. Technical Assistance That is Provided Regionally or According to Accreditation Rating

- a. Two types of technical assistance will be provided regionally:
 - i. Webinars facilitated by VFEL faculty—5 webinars on the 8 Elements of HS Improvement, to be presented in November, December, January, February, and March
 - ii. Regional Meetings facilitated by regional liaisons—3 quarterly meetings held at the locations listed above
- b. Selected technical assistance will be provided only to schools that are *Accredited with Warning*:
 - i. Indistar training for School Improvement Planning—4 webinars, to be presented in January
 - ii. Inservice on Interventions—Single-day training, facilitated and delivered by ARCC, to be presented in March

2. Technical Assistance That is Provided by Division/School

- a. Four types of technical assistance will be provided by division or school. The technical assistance outlined below will be provided as needed and appropriate based upon analyses of student achievement data:
 - i. Division level on-site visits to provide additional technical assistance for warned schools: the division visit may focus on additional data analysis, school improvement planning, interventions, division level support for improving the graduation rate, etc. If warranted, a maximum of 2 division visits may occur per year. Each regional liaison is assigned to work with between 1 and 3 divisions in which there are warned schools.

- ii. School-specific technical assistance: each regional liaison will provide school-specific technical assistance on a monthly basis. This technical assistance will be provided via phone call or web conferencing. Regional liaisons will be able to access OSI codes to schedule web conferences with schools and divisions as needed.
- iii. DTAT technical assistance: the regional liaison may recommend that schools participate in technical assistance from the menu that has been developed for schools in improvement. If warranted, on-site technical assistance may be provided to schools if recommended by the regional liaison and approved by OSI.
- iv. On-site academic reviews—travel required: the regional liaison may request an on-site academic review. If approved by OSI, reviews will be scheduled and facilitated by OSI; regional liaisons may be asked to serve as Academic Review Team Leaders or Team Members.

For the 2011-2012 school year, the calendar of events for high schools that are Accredited with Warning or Provisionally Accredited due to the GCI is as follows:

Date or week of	Presenters	Focus of Meeting	Type of Meeting and Additional Details
October 6 at 10:00 for provisional and 1:00 for warned schools	OSI – Kathleen Smith, Lynn Sodat, Jo Ann Burkholder	School and Division Requirements	Webinar presented to superintendents and principals outlining all requirements for the year
October 12 @ 10:00 and 1:00	OSI – Dave Bockes	Importing VEWS Pre-HS Data	Webinar providing technical assistance to schools/divisions so that they can import VEWS data for 9 th grade students
October 24-28	Regional Liaisons	VEWS data analysis	Face-to-face meeting in regional locations – 8:00 a.m. – 12:00 p.m.
November 8, 9, and 10 at 10:00 a.m.; November 8 and 9 at 1:00 p.m.	VFEL Faculty	Elements 7, 2, and 6	Webinar
December 13, 14, and 15 at 10:00 a.m.; December 13 and 14 at 1:00 p.m.	VFEL Faculty	Elements 1 and 6	Webinar

Date or week of	Presenters	Focus of Meeting	Type of Meeting and Additional Details
January 5, 12, 19, and 26 at 10:00 a.m.	OSI - Yvonne Holloman	Indistar	Webinar --Indistar training for all WARNED schools
January 17, 18, and 20 at 10:00 a.m.; January 17 and 18 at 1:00 p.m.	VFEL Faculty	Elements 3 and 6	Webinar
February 14, 15, and 16 at 10:00 a.m.; February 14 and 15 at 1:00 p.m.	VFEL Faculty	Elements 4, 5 and 6	Webinar
February 27-March 2	ARCC Faculty	Interventions	Face-to-face meeting for all WARNED schools—9:00 a.m.-3:00 p.m.
March 20, 21, and 22 at 10:00 a.m.; March 20 and 21 at 1:00 p.m.	VFEL Faculty	Elements 8 and 6	Webinar
April 16-20	Regional Liaisons	VEWS data analysis; school improvement planning	Face-to-face meeting in regional locations—8:00 a.m.-12:00 p.m.

Student Assistance Programming

OSI Contact Person: Jo Ann Burkholder

Scientific research on the relationship between student academic achievement and high levels of social support services indicate greater academic gains in math and reading. The evidence also concludes that stronger positive relationships among students, staff and parents, and a more respectful and safer school climate, result from such services. "Creating positive conditions for learning" is the term used to describe this effort. To facilitate it, Student Assistance Programming (SAP) provides division administrators and school principals with an adaptable structure and a proven process.

Educators today are more cognizant than ever of how stress can affect the performance of students in the classroom. Just as adults can feel stress from adverse personal or environmental circumstances in their lives, so can youth. They, too, are vulnerable to stress resulting from a variety of social, emotional and mental health problems that they or those close them might have.

- Alcoholism
- Anxiety
- Bullying
- Community violence
- Depression
- Death of a parent or sibling
- Domestic violence
- Eating disorders
- Family mobility
- Homelessness
- Illegal drug use
- Incarcerated parent
- Mental illness
- Moving to a new school mid-year
- Military deployment
- Parental discord
- Parental divorce
- Parent job loss
- Post-Traumatic Stress Disorder
- Poverty
- Serious family illness
- Sexual abuse
- Tobacco use

Academic performance can be far from the only thing to suffer. Any of these problems—and the above list is partial—can of course affect a student in a variety of other ways besides low grades. Collectively known as behavioral health problems, they can lead a student to make a variety of poor choices, from absenteeism and disruptive or violent behavior to dropping out of school altogether or worse.

Increasing awareness of behavioral health problems in youth has led to a national consensus for schools to adopt additional educational approaches that promote healthy behaviors and success in life plus collaborate with community stakeholders in these efforts. And the result—student-assistance programming (SAP)—is bringing about positive results wherever implemented.

Numerous research studies prove the efficacy of an SAP approach. Schools are ideally situated to facilitate assistance for students with behavior health needs. Children spend sufficient time at school around adults and among their peers for behavioral health problems to be noticed. For underserved populations of students who would be difficult to reach otherwise, a school's student-assistance process can be the only mechanism that connects them with helpful services.

As it exists today, student assistance programming is a multi-disciplinary, broad-based approach to solving students' problems. It's effective in terms of outcomes; it's effective in terms of cost. It's adaptable to all sizes of schools; it's adaptable to any student demographic. Consequently, SAP has won wide acceptance among state and local education agencies.

Office of School Improvement Contractors

The Office of School Improvement (OSI) provides direct technical assistance to school and central office personnel via a cadre of highly-skilled retired educators and education consultants. Under the direction of the OSI, the contractors collaborate with stakeholders to build local capacity for raising student achievement. There are four groups of OSI contractors:

- **Division liaisons** – Retired superintendents/central office personnel assigned to central office leadership teams associated with schools in Title I school improvement. Their main purpose is to provide guidance regarding the division's improvement efforts to support low-performing schools. Activities may include site visits, assistance with developing and monitoring division and school improvement plans, and team building.
- **Regional high school liaisons** – Experienced school instructional leaders associated with high schools that are not fully accredited. Their main purpose is to provide guidance to divisions and schools to identify issues contributing to dropout and to implement strategies to improve graduation rates. Activities may include assistance in developing school improvement plans, analyzing early warning system data, and implementing and monitoring interventions for students at risk of not graduating.
- **Lead turnaround partner facilitators** – The role of the lead turnaround partner facilitators is to help communicate the requirements of the U.S. Department of Education and of the OSI to the Tier 1 and Tier 2 schools awarded a school improvement grant (SIG) during the three-year period of the grant. In addition, the facilitators serve as the line of communication regarding the SIG school activities and lead turnaround partner activities back to OSI.
- **Differentiated Technical Assistance Team** – A corps of contractors who develop and deliver webinar series, provide on-site technical assistance to schools based on recommendations from division liaisons. Technical assistance team members were selected based on expertise in one or more areas of technical assistance, as well as their availability to devote time exclusively to technical assistance.

Indistar® Web-based Planning Tool

Indistar® is a Web-based tool that guides a division or school team in charting its improvement and managing the continuous improvement process. Indistar® is premised on the firm belief that division and school improvement is best accomplished when directed by the people closest to the students. While the state provides a framework for the process, each division team and school team applies its own ingenuity to achieve the results it desires for its students.

Providing a division or school team with an improvement process that encourages local ingenuity and responsibility changes the dynamic between localities and the state. It also requires a “culture of candor” in which division and school personnel talk openly and honestly about their professional practices that contribute to student learning. When reports are electronically submitted to the state, there is no premium for “the right answer.” The right answer is the one the local team determines will bring the division or school to the highest level of professional performance for the benefit of students. Placing this high level of confidence in the ability of division and school personnel to chart their own course also requires that the division or school team is given convenient access to tools, resources, and effective practice to get the job done.

Indistar® includes *Wise Ways* research briefs to support its indicators of effective practice. Indistar® also provides *Indicators in Action* video modules demonstrating the practices, and the technology for capacity builders to coach the teams in real time. Indistar® enables coaches to assist the teams with coaching comments about the team’s ongoing work.

The Indistar® Web-based tool assists school-level and division-level teams with **assessing, planning, implementing, and monitoring** progress toward accomplishing the rapid improvement indicators (school-level teams) or district improvement indicators (division-level teams).

The six-step process includes:

- Step 1 – Register school/division
- Step 2 – Provide school/division information
- Step 3 – Form school/division team
- Step 4 – Assess school/division indicators
- Step 5 – Create school/division plan
- Step 6 – Monitor school/division plan

Rapid Improvement School Indicators

Rapid improvement school indicators form the foundation of Indistar®. These indicators of effective practice are concrete, behavioral expressions of professional practice that research demonstrates contribute to student learning. Indicators are divided into the following categories:

- Team Structure
- Principal's Role
- Professional Development
- Aligned Instruction
- Classroom Assessment
- Differentiated Instruction
- Periodic Assessment
- Instruction – Preparation, Teacher-Directed, Interaction, Student-Directed, and Computer-Based
- Parent Communication/Homework
- Classroom Management
- Formative Assessment

District Improvement Indicators

District improvement indicators are designed to assist the division leadership team with supporting school improvement efforts. Each indicator may be aligned with rapid improvement school indicators. Indicators are divided into the following categories:

- District Context and Support for School Improvement
- District and the Change Process
- District-School Expectations

Additional information regarding the Indistar® Web-based planning tool may be accessed at www.indistar.org.

2011-2012 Office of School Improvement Webinar Schedule 2011-2012

For the AUDIO connection needed for the Webinar

- 1) Dial in to (866) 842-5779
- 2) Enter the **conference code** for the Office of School Improvement (OSI) webinar facilitator.

For the VIEWING connection needed for the Webinar

- 1) Log onto: <https://vadoe.webex.com>
- 2) Find the appropriate session on that page and click on the green "join now" button.
- 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so. First-time WebEx users usually have to complete this step.

The password for every session is the **DATE** of the session, written as **Monthdayyear**.

Example: May132010

If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.

Indistar® Technical Assistance Webinars for High Schools Rated Accredited with Warning – Graduation and Completion Index

Description of Webinar Series: *This series of webinars will provide information regarding the process for using the Indistar® Web-based planning tool and high school indicators to develop and monitor a school improvement plan.*

	Dates	Times	Instructors	OSI Facilitator / Conference Code
Webinar #1	January 5, 2012	10:00 a.m.	Dr. Yvonne Holloman	Dr. Yvonne Holloman - 7564214593
Webinar #2	January 12, 2012	10:00 a.m.		
Webinar #3	January 19, 2012	10:00 a.m.		
Webinar #4	January 26, 2012	10:00 a.m.		

Indistar® Technical Assistance Webinars for Title I Schools in Year 1 of Improvement

Description of Webinar Series: *This series of webinars will provide information regarding the process for using the Indistar® Web-based planning tool and rapid improvement school indicators to develop and monitor a school improvement plan.*

	Dates	Times	Instructors	OSI Facilitator / Conference Code
Webinar #1	September 30, 2011	10:00 a.m. and 1:00 p.m.	Dr. Yvonne Holloman	Dr. Yvonne Holloman - 7564214593
Webinar #2	October 20, 2011	10:00 a.m. and 1:00 p.m.		
Webinar #3	November 10, 2011	10:00 a.m. and 1:00 p.m.		
Webinar #4	December 12, 2011	10:00 a.m. and 1:00 p.m.		

Indistar® Technical Assistance Webinars for Title I Schools in Year 1 Holding – Year 5 of Improvement

Description of Webinar Series: *This webinar will provide information regarding updates to the Indistar® Web-based planning tool.*

Date	Times	Instructors	OSI Facilitator / Conference Code
September 27, 2011	10:00 a.m. and 1:00 p.m.	Dr. Yvonne Holloman	Dr. Yvonne Holloman - 7564214593

Indistar® Technical Assistance Webinars for New Division Leadership Teams

Description of Webinar Series: *This webinar will provide information regarding the process for developing a division improvement plan using the Indistar® Web-based planning tool.*

Date	Time	Instructors	OSI Facilitator / Conference Code
October 6, 2011	10:00 a.m.	Dr. Yvonne Holloman	Dr. Yvonne Holloman - 7564214593

Formative Assessment Webinars

Description of Webinar Series: *This webinar series will provide follow-up technical assistance to schools that began using the Editure® Formative Assessment Modules during the 2010-2011 school year.*

Date	Time	Instructors	OSI Facilitator / Conference Code
October 5, 2011	10:00 a.m. and 1:00 p.m.	Dr. Dorothea Shannon Dr. Greg Wheeler	Dr. Dorothea Shannon – 7564214593
February 29, 2012	10:00 a.m. and 1:00 p.m.	Dr. Dorothea Shannon Dr. Greg Wheeler	Dr. Dorothea Shannon – 7564214593

Appendix



**Office of School Improvement Checklist
for Division Leadership Support Team
Contact Persons**

Due Date	Task
September 29, 2011	<p>The Title I Director will participate in a webinar regarding the requirements for schools in Title I improvement. The session will be conducted at 10:00 a.m. and 1:00 p.m. For the AUDIO connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Dial in to (866) 842-5779 2) Enter the conference code: 7913284506 <p>For the VIEWING connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Log onto: https://vadoe.webex.com 2) Find the appropriate session on that page and click on the green "join now" button. 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so. First-time WebEx users usually have to complete this step. 4) Enter the password: September292011 <p>If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.</p>
October 3, 2011	<p>The division contact person will participate in the <i>Division Leadership Support Training</i> at The College of William and Mary.</p>
October 6, 2011	<p>Any division leadership team, associated with schools receiving 1003(a) grant funds, that does not have a division improvement plan will participate in a webinar regarding the Indistar® Web-based planning tool. The session will be conducted at 10:00 a.m. For the AUDIO connection needed for the Webinar</p> <ol style="list-style-type: none"> 3) Dial in to (866) 842-5779 4) Enter the conference code: 7564214593 <p>For the VIEWING connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Log onto: https://vadoe.webex.com 2) Find the appropriate session on that page and click on the green "join now" button. 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so. First-time WebEx users usually have to complete this step. 4) Enter the password: October62011

	<p>If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.</p>
November 1, 2011	<p>The division leadership support team will update steps 2-5 of the Indistar® online improvement plan. www.centerii.org</p> <ul style="list-style-type: none"> • Enter <i>current</i> assessment data (i.e. Spring PALS results and Spring SOL results) • Enter the names of new team members and/or remove the names of persons who are no longer team members. • The division leadership support team will meet with the school improvement team of each school in Title I improvement to: • Review the district improvement indicators and tasks from the previous year and determine whether modifications should be made. • Align the district improvement indicators with the rapid improvement indicators selected by each school. <p>Meeting minutes and agendas must be posted on the Indistar® web site for review by the division liaison.</p>
November 30, 2011	<p>The division leadership support team will:</p> <ul style="list-style-type: none"> • Review responses to the Data Analysis Quarterly Report – November questions posted on the Indistar® Dashboard for each school in Title I improvement. www.centerii.org • Meet with the school improvement team of each school in Title I improvement to discuss the quarterly data (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) on the Indistar® web site.
December 1, 2011	<p>The division leadership support team will ensure that any school in Year 3 of Title I School Improvement has completed and submitted the <i>Corrective Action Plan Report</i> via the Indistar® Dashboard. www.centerii.org</p>
December 1, 2011	<p>The division leadership support team will ensure that any school in Year 5 of Title I School Improvement has completed and submitted the <i>Restructuring Plan Report – Implementation</i> via the Indistar® Dashboard. www.centerii.org</p>
December 5, 2011	<p>The division contact person will participate in the <i>Division Leadership Support Training</i> at The College of William and Mary.</p>
February 8, 2012	<p>The division leadership support team will:</p> <ul style="list-style-type: none"> • Review responses to the <i>Data Analysis Quarterly Report – February</i> questions posted on the Indistar® Dashboard for each school in Title I improvement. www.centerii.org • Meet with the school improvement team of each school in Title I improvement to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site).

	<ul style="list-style-type: none"> • Make revisions to the division improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
February 13, 2012	The division contact person will participate in the <i>Division Leadership Support Training</i> at The College of William and Mary.
March 30, 2012	The division leadership support team will: <ul style="list-style-type: none"> • Review responses to the <i>Data Analysis Quarterly Report – March</i> questions posted on the Indistar® Dashboard for each school in Title I improvement. www.centerii.org • Meet with the school improvement team of each school in Title I improvement to discuss the quarterly data (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) on the Indistar® web site.
May 1, 2012	The division leadership support team will ensure that any school in Year 4 of Title I School Improvement has completed and submitted the <i>Restructuring Plan Report – Planning</i> via the Indistar® Dashboard. www.centerii.org
June 24-26, 2012	The division contact person will attend the School-University Research Network (SURN) Conference at The College of William and Mary.
June 29, 2012	The division leadership support team will: <ul style="list-style-type: none"> • Review responses to the <i>Data Analysis Quarterly Report – June</i> questions posted on the Indistar® Dashboard for each school in Title I improvement. www.centerii.org • Meet with the school improvement team of each school in Title I improvement to discuss the quarterly data (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) on the Indistar® web site.

Per the 1003(a) and FY 2009 1003(g) grant conditions of award, division leadership support teams must meet on a monthly basis to discuss strategies for supporting schools in Title I improvement. Meeting minutes and agendas must be posted on the Indistar® web site.



**Office of School Improvement Checklist
for Schools Receiving
1003(a) or FY 2009 1003(g) Grant Funds**

Due Date	Task
September 27, 2011	<p>The principal will participate in a webinar regarding updates to the Indistar® Web-based planning tool. Sessions will be conducted at 10:00 a.m. and 1:00 p.m.</p> <p>For the <u>AUDIO</u> connection needed for the Webinar</p> <ol style="list-style-type: none"> 5) Dial in to (866) 842-5779 6) Enter the conference code: 7564214593 <p>For the <u>VIEWING</u> connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Log onto: https://vadoe.webex.com 2) Find the appropriate session on that page and click on the green "<u>join now</u>" button. 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so. First-time WebEx users usually have to complete this step. 4) Enter the password: September272011 <p>If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.</p>
October 5, 2011	<p>Principals of schools that implemented the Editure® Formative Assessment Modules will participate in a webinar. Sessions will be conducted at 10:00 a.m. and 1:00 p.m.</p> <p>For the <u>AUDIO</u> connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Dial in to (866) 842-5779 2) Enter the conference code: 7564214593 <p>For the <u>VIEWING</u> connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Log onto: https://vadoe.webex.com 2) Find the appropriate session on that page and click on the green "<u>join now</u>" button. 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so. First-time WebEx users usually have to complete this step. 4) Enter the password: October52011

	If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.
November 1, 2011	The principal and the school improvement team will update steps 2-5 of the Indistar® online improvement plan. www.centerii.org <ul style="list-style-type: none"> • Enter <i>current</i> assessment data (i.e. Spring PALS results and Spring SOL results) • Enter the names of new team members and/or remove the names of persons who are no longer team members. • The principal and the school improvement team will review the school's improvement plan from 2010-2011 to determine whether: <ul style="list-style-type: none"> • All tasks have been completed from the previous year. • Additional indicators should be assessed. • Additional tasks should be added.
November 1, 2011	The principal and school improvement team will: <ul style="list-style-type: none"> • align the selected rapid improvement school indicators with the ten required NCLB improvement plan components using the <i>NCLB/Indistar® Crosswalk</i>. • complete and submit the <i>NCLB School Improvement Supplemental Plan</i> via the Indistar® Dashboard. www.centerii.org
November 1, 2011	The principal will complete and submit the <i>NCLB/SIP Budget Crosswalk</i> via the Indistar® Dashboard. www.centerii.org
November 14, 2011	The principal will attend follow-up <i>Breaking Ranks</i> training at the Richmond Capitol.
November 15-16, 2011	<i>Breaking Ranks</i> training at the Richmond Capitol for new principals in Title I School Improvement.
November 30, 2011	The principal and school improvement team will: <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – November</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
December 1, 2011	Schools in Year 3 of Title I School Improvement will complete and submit the <i>Corrective Action Plan Report</i> via the Indistar® Dashboard. www.centerii.org
December 1, 2011	Schools in Year 5 of Title I School Improvement will complete and submit the <i>Restructuring Plan Report – Implementation</i> via the Indistar® Dashboard. www.centerii.org
February 8, 2012	The principal and school improvement team will: <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – February</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
February 29, 2012	Principals of schools that implemented the Editure® Formative Assessment

	<p>Modules will participate in a webinar. Sessions will be conducted at 10:00 a.m. and 1:00 p.m.</p> <p>For the AUDIO connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Dial in to (866) 842-5779 2) Enter the conference code: 7564214593 <p>For the VIEWING connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Log onto: https://vadoe.webex.com 2) Find the appropriate session on that page and click on the green "join now" button. 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so. First-time WebEx users usually have to complete this step. 4) Enter the password: February292012 <p>If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.</p>
<p>March 30, 2012</p>	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – March</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
<p>May 1, 2012</p>	<p>Schools in Year 4 or beyond of Title I School Improvement will complete and submit the <i>Restructuring Plan Report – Planning</i> via the Indistar® Dashboard. www.centerii.org</p>
<p>June 29, 2012</p>	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – June</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.

Per the 1003(a) and FY 2009 1003(g) grant conditions of award, school improvement teams must meet on a monthly basis and post meeting minutes and agendas on the Indistar® web site.



Office of School Improvement Checklist
for
Lead Turnaround Partner Schools (Cohort #1)

Due Date	Task
September 21, 2011	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia and participate in site visits to surrounding schools. Location: Richmond Capitol
October 7, 2011	The principal and the school improvement team will update steps 2-5 of the Indistar® online improvement plan. www.centerii.org <ul style="list-style-type: none"> • Enter current assessment data (i.e. Spring PALS results and Spring SOL results) • Enter the names of new team members and/or remove the names of persons who are no longer team members. The principal and the school improvement team will review the school's improvement plan from 2010-2011 to determine whether: <ul style="list-style-type: none"> • All tasks have been completed from the previous year. • Additional indicators should be assessed. • Additional tasks should be added.
November 1, 2011	The principal will submit the Leading Indicator Annual Report via the Indistar® Dashboard. www.centerii.org
November 1, 2011	The principal will submit the Lagging Indicator Report via the Indistar® Dashboard. www.centerii.org
November 1, 2011	The principal will submit the Interventions Annual Report via the Indistar® Dashboard. www.centerii.org
November 10, 2011	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia and participate in site visits to surrounding schools. Location: Richmond Capitol – House Room 3
November 30, 2011	The principal will complete and submit the NCLB/SIP Budget Crosswalk via the Indistar® Dashboard. www.centerii.org
November 30, 2011	The principal will submit the Transformation Implementation Plan via the Indistar® Dashboard. www.centerii.org
November 30, 2011	The principal and school improvement team will: <ul style="list-style-type: none"> • Complete and submit the Data Analysis Quarterly Report – November responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
December 1, 2011	Schools in Year 3 of Title I School Improvement will complete and submit the <i>Corrective Action Plan Report</i> via the Indistar® Dashboard. www.centerii.org
December 1, 2011	Schools in Year 5 of Title I School Improvement will complete and submit the <i>Restructuring Plan Report – Implementation</i> via the Indistar® Dashboard. www.centerii.org

January 12, 2012	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia and participate in mock board meetings. Location: Holiday Inn Airport
February 8, 2012	The principal and school improvement team will: <ul style="list-style-type: none"> • Complete and submit the <i>Data Analysis Quarterly Report – February</i> responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
March 14, 2012	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia and participate in site visits to surrounding schools. Location: Holiday Inn Airport
March 30, 2012	The principal and school improvement team will: <ul style="list-style-type: none"> • Complete and submit the <i>Data Analysis Quarterly Report – March</i> responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
April 26, 2012	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia and participate in mock board meetings. Location: Richmond Capitol
May 1, 2012	Schools in Year 4 or beyond of Title I School Improvement will complete and submit the <i>Restructuring Plan Report – Planning</i> via the Indistar® Dashboard. www.centerii.org
June 29, 2012	The principal and school improvement team will: <ul style="list-style-type: none"> • Complete and submit the <i>Data Analysis Quarterly Report – June</i> responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
June 29, 2012	The principal will submit the <i>Transformation Implementation Plan</i> via the Indistar® Dashboard. www.centerii.org

Per the school improvement grant (SIG) conditions of award, school improvement teams must meet on a monthly basis and post meeting minutes and agendas on the Indistar® web site.



**Office of School Improvement Checklist
for
Lead Turnaround Partner Schools (Cohort #2)**

Due Date	Task
September 20, 2011	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia. Location: Richmond Capitol
November 1, 2011	The principal will submit the Leading Indicator Annual Report via the Indistar® Dashboard. www.centerii.org
November 1, 2011	The principal will submit the Lagging Indicator Report via the Indistar® Dashboard. www.centerii.org
November 1, 2011	The principal will submit the Interventions Annual Report via the Indistar® Dashboard. www.centerii.org
November 9, 2011	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia. Location: Richmond Capitol – House Room 3
November 30, 2011	The principal and the school improvement team will complete steps 2-5 of the Indistar® online improvement plan. www.centerii.org
November 30, 2011	The principal will submit the Transformation Implementation Plan via the Indistar® Dashboard. www.centerii.org
November 30, 2011	The principal will complete and submit the NCLB/SIP Budget Crosswalk via the Indistar® Dashboard. www.centerii.org
November 30, 2011	The principal and school improvement team will: <ul style="list-style-type: none"> • Complete and submit the Data Analysis Quarterly Report – November responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
December 1, 2011	Schools in Year 3 of Title I School Improvement will complete and submit the <i>Corrective Action Plan Report</i> via the Indistar® Dashboard. www.centerii.org
December 1, 2011	Schools in Year 5 of Title I School Improvement will complete and submit the <i>Restructuring Plan Report – Implementation</i> via the Indistar® Dashboard. www.centerii.org
January 11, 2012	Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia. Location: Holiday Inn Airport
February 8, 2012	The principal and school improvement team will: <ul style="list-style-type: none"> • Complete and submit the Data Analysis Quarterly Report – February responses via the Indistar® Dashboard. www.centerii.org

	<ul style="list-style-type: none"> • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
March 13, 2012	<p>Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia.</p> <p>Location: Holiday Inn Airport</p>
March 30, 2012	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • Complete and submit the <i>Data Analysis Quarterly Report – March</i> responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
April 25, 2012	<p>Lead turnaround partner schools will participate in <i>Technical Assistance Sessions</i> with Dr. Julie Corbett in Richmond, Virginia.</p> <p>Location: Richmond Capitol – House Room 3</p>
May 1, 2012	<p>Schools in Year 4 or beyond of Title I School Improvement will complete and submit the <i>Restructuring Plan Report – Planning</i> via the Indistar® Dashboard. www.centerii.org</p>
June 29, 2012	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • Complete and submit the <i>Data Analysis Quarterly Report – June</i> responses via the Indistar® Dashboard. www.centerii.org • Meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • Make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
June 29, 2012	<p>The principal will submit the <i>Transformation Implementation Plan</i> via the Indistar Dashboard. www.centerii.org</p>

Per the school improvement grant conditions of award, school improvement teams must meet on a monthly basis and post meeting minutes and agendas on the Indistar® web site.



**Office of School Improvement Checklist
for Division Leadership Support Team of
Schools New to Improvement and
Receiving 1003(a) Funds**

Due Date	Task
<p>Session 1 – September 30, 2011 Session 2 - October 20, 2011 Session 3 - Nov. 10, 2011 Session 4 - Dec. 12, 2011</p> <p>Note: all sessions will be presented at 10:00 a.m. and 1:00 p.m.</p> <p>(Principals of schools new to improvement are the target audience. The training is optional for division leaders, however, <u>OSI encourages the division leadership representative to attend with the principal if your division is new to improvement.</u>)</p>	<p>Session 1 of Indistar® training – Review information regarding school improvement planning; introduce the categories of rapid improvement school and Wise Ways research briefs</p> <p>Session 2 of Indistar® training – Review the process for assessing indicators; model procedure for assessing indicators; introduce worksheets and meeting tools</p> <p>Session 3 of Indistar® training – Review procedure for developing tasks associated with an indicator; review procedure for using worksheets and meeting tools</p> <p>Session 4 of Indistar® training -Model the procedure for monitoring the improvement plan; introduce reporting tools.</p> <p>For the <u>AUDIO</u> connection needed for Indistar® Webinar</p> <ol style="list-style-type: none"> 1) Dial in to (866) 842-5779 2) Enter the conference code for the Office of School Improvement (OSI) webinar facilitator 7564214593 <p>For <u>VIEWING</u> connection needed for the Webinar</p> <ol style="list-style-type: none"> 1) Log onto: https://vadoe.webex.com 2) Find the appropriate session on that page and click the green “join now” button. 3) Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so 4) The password for every session is the DATE of the session, written as Monthdayyear. <u>Example: December122011</u> <p>If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.</p>

<p>February 8, 2012</p>	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – February</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
<p>March 30, 2012</p>	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – March</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
<p>June 29, 2012</p>	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – June</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.

Per the school improvement grant Conditions of Award, division leadership support team must meet on a monthly basis to discuss strategies for supporting schools in Title I improvement.



**Office of School Improvement Checklist
for Schools New to Improvement and
Receiving 1003(a) Funds**

Due Date	Task
September 30, 2011	<p>Session 1 of Indistar® training for School Principals <u>Friday, September 30, 2011</u> at 10:00 a.m. and 1:00 p.m. Session 1 – Review information regarding school improvement planning; introduce the categories of rapid improvement school indicators and Wise Ways research briefs</p> <p>For the <u>AUDIO</u> connection needed for Indistar® Webinar Dial in to (866) 842-5779 Enter the conference code for the Office of School Improvement (OSI) webinar facilitator 7564214593</p> <p>For <u>VIEWING</u> connection needed for the Webinar Log onto: https://vadoe.webex.com Find the appropriate session on that page and click the green “<u>join now</u>” button. Follow the directions on the screen. If asked to download active WebEx using the information bar, please do so The password for every session is the DATE of the session, written as Monthdayyear. <u>Example:</u> September302011</p> <p>If you have additional questions, please call Mrs. Marcia Birdsong at (804) 786-1062.</p>
October 20, 2011	<p>Session 2 of Indistar® training for School Principals Review the process for assessing indicators; model procedure for assessing indicators; introduce worksheets and meeting tools</p>
November 10, 2011	<p>Session 3 of Indistar® training for School Principals Review procedure for developing tasks associated with an indicator; review procedure for using worksheets and meeting tools</p>
December 12, 2011	<p>Session 4 of Indistar® training for School Principals Model the procedure for monitoring the improvement plan; introduce reporting tools</p>
February 8, 2012	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – February</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.

March 30, 2012	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – March</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.
June 29, 2012	<p>The principal and school improvement team will:</p> <ul style="list-style-type: none"> • respond to and submit the <i>Data Analysis Quarterly Report – June</i> questions via the Indistar® Dashboard. www.centerii.org • meet with the division leadership team to discuss the quarterly data (meeting minutes and agendas must be posted on the Indistar® web site). • make revisions to the school improvement plan (i.e. adding indicators and/or tasks) on the Indistar® web site.

Per the school improvement grant Conditions of Award, school improvement teams must meet on a monthly basis and post meeting minutes and agendas on the Indistar® web site.



**Office of School Improvement
Checklist for LEA Division Contacts and Principals
of Schools Warned - Graduation Rate**

Date	Task
October 6, 2011 at 1:00 p.m.	The superintendent, the division contact person, and the school principal will participate in the web conference for schools Accredited with Warning - Graduation Rate. As a result, the division contact will facilitate the formation of a division team, and the principal will facilitate the formation of a school team, to address graduation rate issues.
October 12, 2011 at 10:00 a.m. or 1:00 p.m.	If the division/school has not already entered pre-high school data on the school's incoming 9 th grade class, the division contact, the school principal, and selected technology and/or guidance staff will participate in a technical assistance webinar that provides support to schools in completing this task.
October 20, 2011	Pre-high school data for all schools Accredited with Warning-Graduation Rate must be successfully uploaded into VEWS.
TBD Week of October 24-28, 2011	The division contact, the principal, and select members of the school team will participate in face-to face regional training from 8:00 a.m.- 12:00 p.m.
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 11/8 at 10:00 a.m. Frank Ehrhart—11/8 at 1:00 p.m. Courtney Graves—11/9 at 10:00 a.m. Melanie Yules—11/9 at 1:00 p.m. Greg Wheeler—11/10 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 12/13 at 10:00 a.m. Frank Ehrhart—12/13 at 1:00 p.m. Courtney Graves—12/14 at 10:00 a.m. Melanie Yules—12/14 at 1:00 p.m. Greg Wheeler—12/15 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.
January 5, 12, 19, and 26, 2012 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this series of webinar training sessions on the Indistar tool for school improvement planning (www.centerii.org).
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 1/17 at 10:00 a.m. Frank Ehrhart—1/17 at 1:00 p.m. Courtney Graves—1/18 at 10:00 a.m. Melanie Yules—1/18 at 1:00 p.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.

Greg Wheeler—1/20 at 10:00 a.m.	
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 2/14 at 10:00 a.m. Frank Ehrhart—2/14 at 1:00 p.m. Courtney Graves—2/15 at 10:00 a.m. Melanie Yules—2/15 at 1:00 p.m. Greg Wheeler—2/16 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 3/20 at 10:00 a.m. Frank Ehrhart—3/20 at 1:00 p.m. Courtney Graves—3/21 at 10:00 a.m. Melanie Yules—3/21 at 1:00 p.m. Greg Wheeler—3/22 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.
TBD Week of April 16-20, 2012	The division contact, the principal, and select members of the school team will participate in face-to face regional training from 8:00 a.m.- 12:00 p.m.
May 1, 2012	The division contact, the principal, and the school team will submit in Indistar an actionable 3-year school improvement plan, to be implemented beginning with the 2012-2013 school year, based upon the Eight Elements of High School Improvement indicators and the Center on Innovation and Improvement’s high school indicators. The division’s goals will be embedded into the school’s plan.
Monthly	The division contact and the school principal will present information on drop-out prevention initiatives to the school division’s leadership team on a monthly basis. Meeting agendas and minutes will be submitted to the regional liaison to document these meetings.
Monthly	The division contact and the principal will guide and participate in the school team’s meetings, which will take place on a monthly basis. Meeting agendas and minutes will be submitted to the regional liaison to document these meetings.
TBD	The division contact, the principal, and the school team will participate in additional webinars or differentiated technical assistance as assigned.



Office of School Improvement
Checklist for LEA Division Contacts and School Principals
of Schools Provisionally Accredited - Graduation Rate

Date	Task
October 6, 2011 at 10:00 a.m.	The superintendent, the division contact person, and the school principal will participate in the web conference for schools Provisionally Accredited - Graduation Rate. As a result, the division contact will facilitate the formation of a division team, and the principal will facilitate the formation of a school team, to address graduation rate issues.
October 12, 2011 at 10:00 a.m. or 1:00 p.m.	If the division/school has not already entered pre-high school data on the school's incoming 9 th grade class, the division contact, the school principal, and selected technology and/or guidance staff will participate in a technical assistance webinar that provides support to schools in completing this task.
October 20, 2011	Pre-high school data for all schools Provisionally Accredited-Graduation Rate must be successfully uploaded into VEWS.
TBD Week of October 24-28, 2011	The division contact, the principal, and select members of the school team will participate in face-to face regional training from 8:00 a.m.- 12:00 p.m.
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 11/8 at 10:00 a.m. Frank Ehrhart—11/8 at 1:00 p.m. Courtney Graves—11/9 at 10:00 a.m. Melanie Yules—11/9 at 1:00 p.m. Greg Wheeler—11/10 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 12/13 at 10:00 a.m. Frank Ehrhart—12/13 at 1:00 p.m. Courtney Graves—12/14 at 10:00 a.m. Melanie Yules—12/14 at 1:00 p.m. Greg Wheeler—12/15 at 10:00 a.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.
January 5, 12, 19, and 26, 2012 at 10:00 a.m.	If required by the regional liaison, the division contact, the principal, and select members of the school team will participate in this series of webinar training sessions on the Indistar tool for school improvement planning (www.centerii.org).
Scheduled according to Regional Liaison (Attachment A): Steve Sage – 1/17 at 10:00 a.m. Frank Ehrhart—1/17 at 1:00 p.m. Courtney Graves—1/18 at 10:00 a.m. Melanie Yules—1/18 at 1:00 p.m.	The division contact, the principal, and select members of the school team will participate in this webinar series on the Eight Elements of HS Improvement. The division contact, the principal, and the school team will complete any assignments that result from the webinar.

Greg Wheeler—1/20 at 10:00 a.m.	
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TBD Week of April 16-20, 2012	The division contact, the principal, and select members of the school team will participate in face-to face regional training from 8:00 a.m.- 12:00 p.m.
May 1, 2012	The division contact, the principal, and the school team will submit an actionable 3-year school improvement plan, to be implemented beginning with the 2012-2013 school year, based upon the Eight Elements of High School Improvement indicators and the Center on Innovation and Improvement’s high school indicators. The division’s goals will be embedded into the school’s plan.
Quarterly	The division contact and the school principal will present information on drop-out prevention initiatives to the school division’s leadership team at least on a quarterly basis. Meeting agendas and minutes will be submitted to the regional liaison to document these meetings.
Quarterly	The division contact and the principal will guide and participate in the school team’s meetings, which will take place at least on a quarterly basis. Meeting agendas and minutes will be submitted to the regional liaison to document these meetings.
TBD	The division contact, the principal, and the school team will participate in additional webinars or differentiated technical assistance as assigned.