



TRAC - Technology Review and Adoption Committee Project Submission Form

Project Name: School Improvement Plan Templates

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Business Owner (Department): Learning Services

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Project Manager(s): Clay Abla

Supporting EL(s): EL 1.0 General Executive Constraint

ITS Project Liaison: TBD

Problem

Problem Description

- Each school in the district must complete a School Improvement Plan each year in order to maintain state accreditation. This plan involves the completion of 12 common templates for identifying goals and actions each year based on results from the school's balanced scorecard. These templates are currently available in either Word or Excel and involve the manual entry of information at each site. Feeder directors manually compile information from each of these documents to observe patterns or common goals that might add up to a feeder goal. In addition, other departments also manually compile information to observe district-wide patterns. For example, Staff Development manually compiles plans to identify gaps in training offerings and Media compiles ETIL self-assessments for state reporting.

Cause

Cause Description

- The school improvement process was revised in 2004, creating a common approach to school improvement, including common data points for more consistent monitoring by feeder. The revisions were accompanied with the introduction of a school balanced scorecard to provide consistent district measures for school improvement planning. The templates were designed to provide the school with common planning tools for targeting areas of need. With the scorecard converting to an online delivery it is important to also convert the accompanying SIP templates.

Treatment

Technical Details

- The templates can be divided into three basic types: Compliance reports, self-assessments, and system improvement information.
- Compliance reports are those required as part of the school's accreditation process and include the following:
 - School Improvement Plan Cover Sheet
 - School Improvement Plan Goal Sheet
 - School Improvement Plan Action Plan
 - School Advisory Council Membership
- Self-assessments provide the opportunity for schools to rate themselves on a continuum of improvement with the ultimate system goal of clearly communicating performance expectations. These include:
 - School Advisory Council Self-Assessment
 - School Systems Check
 - District Core Values Self-Assessment
 - Educational Technology Information Literacy Self-Assessment
- System improvement plan templates provide the school with tools to better define actions taken to improve school performance. Most of this information is used by the school and by district departments. These include:
 - Staff Development Plan
 - Assessment Matrix
 - Communication Plan
 - Response to Intervention Plan

- Templates should provide simple entry of information and historic access to previous plans. Often schools have multi-year goals and will utilize similar text each year. Most schools currently have two years of completed templates.
- The template database should compile forms by feeder and by district for district leadership to access for identifying common goals and system needs. The database should also provide limited interface with the SCORE to validate completion of templates on school scorecards as part of the school's SIP process.

Testing / Evaluation Plan

- The ideal testing plan would involve usage by new schools, since they do not currently have School Improvement Plans. For example, the district is opening four elementary schools in Fall 2007, if the project is ready for testing prior to their cycle these leaders could use the new system and provide feedback prior to "going live" with students.
- An alternative testing plan might involve the exploration by one feeder or an "early adopter" focus group, providing usage feedback as revisions are made.

Implementation Plan

- The district accreditation plan involves a three-year cycle where schools focus on improvement efforts for two years, then validate their results in their accreditation year. The district rotates the accreditation year among feeders, meaning the schools in two or three feeders are accredited each year. Implementation of this template database would naturally fit into this cycle, where schools on their accreditation year would be required to use the new online template database. Strictly following this rotation would ensure usage by all schools over a three-year phase in. Schools not in their accreditation year could choose to use the new system to speed up implementation.

Training / Staff Development Plan

- Training for the current School Improvement process is embedded in feeder and administrator meetings throughout the year. This includes instruction on how to fill out the current templates in Word or Excel. Transition to the new online format would replace this current training.
- DOS secretaries currently provide technical support to principals in completing their templates. A separate training will be designed for them to ensure their ability to continue to provide this support to schools.

Result

Monitoring Plan

- Monitoring currently consists of each DOS manually printing each template for each of their schools. DOS would be responsible for monitoring the performance of the new online tool, including compiled reports that were not previously available in the manual process.
- Since implementation is planned for a three year phase-in, formal monitoring will occur at the end of each planning cycle, usually around March or April, at which time schools are beginning to plan for the next school year.

Maintenance and Support

- Directors of Schools will be responsible for supporting content entry, with DOS secretaries providing help desk support. DOS (or a designated representative) will be responsible for identifying and following up on system issues involving content acquisition or reporting.
- ITS will provide technical support in the form of ongoing maintenance to the file servers and database structures, as appropriate.

Project Cost and Funding	Cost Estimate	Funding Source (Cap Reserve, General, Salary, etc...)
Account Code:		
Project Cost - Software, Hardware, Services (Implementation)		
Annual Support and Maintenance Costs (Ongoing costs)		
Additional Full Time/Part Time Employee Requirements		
Project Milestone	Date Estimate	
Project Start Date	[mm/dd/yy]	
Milestone #1	[mm/dd/yy]	
Milestone #2	[mm/dd/yy]	
Project End Date	[mm/dd/yy]	

SUPPORTING DOCUMENTS

Please attach any supporting documents that would further define this technology project including quotes, project plans, white papers, or other technical documents.

APPROVALS

Prepared By _____
Project Manager

Approved By _____
TRAC/Cabinet Sponsor

CIO