

Tools

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SIT Meeting Agenda Template - 1

School Name: _____ Date: _____ Time: _____

Participants:

_____	_____
_____	_____
_____	_____
_____	_____

- Review of last meeting minutes
- Good News First
- Report of DATA (attendance, tardies, discipline, academics)
- Report of subcommittees
- Review progress on action plan for SIP
- Additional items
- Next Steps/To Do List:

• Next meeting date, time and location:

SIT Meeting Agenda Template - 2

School Name: _____ Date: _____ Time: _____

Participants:

_____	_____
_____	_____
_____	_____
_____	_____

Appraise & Assess

Things that are working:

Issues to address:

Items

Action

- Data Review/Information to date
- Review progress on Action Plan
- Persons and Responsibilities for next Action Plan Activities
- Follow Up Items from previous meeting
- Additional Items

Next Steps/To Do List:

Next Meeting date, time, and location:

Sample SIT Meeting Agenda - 1

To: School Improvement Team

From: (Principal's Name)

Date: 4/10/2006

Re: Monthly Meeting

- Good News
 - High School Re-Design Commission Student Forum
- Old Business
 - Freshmen Academy
 - Advisory Room- Worksheets- Planner, Grades, and Motivational reading
 - Grade Level Meeting- Substitute Ann Breaux- January 19, 2006- 8:00-3:00 H.S. Auditorium
 - PBS Report
 - LaSIG Report
- New Business
 - Lexile and Quantile
 - Gold Seal Lesson
 - Planners- Inspect and use them in your class, Grades and Assignments
 - Family Events-
 - Data-
 - Freshmen Academy Meeting**- Set a Date
- Technology Report
- Launch

Sample SIT Meeting Agenda - 2

School Improvement/LASIG Agenda - November 16, 2005

- I. Old Business
 - A. School Improvement Plan
Submitted Oct. 19, 2005
- II. New Business
 - A. Review of SPS Scores - (Name of person responsible)
 - B. Quarterly Report Statistics - (Name of person responsible)
 - C. Team Reports
 - 1. grades - ideas??
 - 2. attendance - ideas??
 - 3. homework - ideas??
 - 4. technology component??
 - D. Parent Reports
 - E. District Lasig Update - (Name of person responsible)
 - F. Next Meeting Date
December 14, 2005
 - G. Concerns/Suggestions

School Improvement Team Information

School: _____

District: _____

Address: _____

District Contact: _____

Phone Number: _____

Fax Number: _____

Email: _____

Principal: _____

Team Leader: _____

Email: _____

Email: _____

Our Team Meetings are Regularly Scheduled on:

Day of week: _____

Time of day: _____

Location: _____

Length of meeting: _____

Roles & responsibility of SIT: (suggestions)

Team Leader - starts meeting, reviews agenda of the meeting, facilitates the meeting by keeping the team focused
Recorder - transcribes the team's responses at meetings and types up the minutes of the meeting.

Timekeeper - monitors the amount of time available to discuss topics and keeps the team aware of time

Communicator - keeps SIT informed of meetings and events as well as informs the faculty of meeting results

Data Specialist - obtain data for meeting and SIP (may need two people)

Team Member Name

Position

Role

Phone

Email

Subcommittees and purpose: *(suggestions - represent areas of focus for the SIP)*

Family/Community Relations

SWPBS _____

Academics _____

Climate & Culture _____

Chairperson(s) of subcommittee:

Subcommittee/SIT Member(s): _____

Family/Community Relations _____

SWPBS _____

Academics _____

Climate & Culture _____

Subcommittee Meetings are Regularly Scheduled on: Day of week: _____ Time: _____

Location: _____ Length of meeting: _____

Members of each subcommittee: (every faculty member needs to be on a subcommittee)

Family/Community Relations

SWPBS _____

Academics _____

School Climate & Culture _____

School Improvement Team Meetings

Helpful Hints

1. Print out your school graphs/data prior to the meeting.
 - A. Attendance
 - B. Tardies
 - C. Referrals
 - D. Test data
 - E. Grade distribution
2. Make sure to take a look at the graphs (even if it's brief) so that they can be discussed in the meeting.
3. These questions should be asked when analyzing data:
 - A. What do we see? What do we think is happening?
 - B. Should we maintain, modify, or terminate our current interventions?
 - C. Are there any particular teachers/students that may need additional support?
 - D. Are there areas to celebrate?
4. Who will inform the rest of your faculty of the results each month, and how?

Don't Forget:

1. Use your facilitator!
2. Don't drown in the data! More is not always better. The goal of a data management system is to make your data more meaningful in order to develop effective interventions-not to be overwhelming.
3. Complete the Team Meeting Evaluation after each meeting. This will help to ensure that future meetings will run smoothly and efficiently.
4. Send out minutes to all team members within one week of each meeting.
5. Share information regularly with the entire staff.

Guiding Questions for the Implementation of SIP - Part I

- How will you measure your progress along the way?
- What indicators will you use to measure your progress? (These are the indicators to assess progress on the process.)
- How often will you measure your progress along the way?
- How will you maintain accountability for the implementation of the plan?
- What revisions need to be made to the plan?
- What will you do to monitor your plan?
- Does your action plan address the identified weakness?
- Are you making progress using the current strategies?
- What data confirm that your strategies are working?
- What else can be done to help you reach your goals?

Guiding Questions for the Implementation of the SIP - Part II

SIT Implementation: _____

Goal(s): _____

Topic/SIT Meeting	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Apr.	May	June
Is process working?											
How are we measuring progress?											
Indicators?											
Accountability for plan: who is responsible?											
Is plan addressing weaknesses? Achievement gap(s)?											
Are we making progress & what data confirm progress?											
Need to revise activities?											
Anything else we need to do help reach goals?											

Activities: _____

"WORKING SMARTER, NOT HARDER" Activity

***PART 1:** List all the committees and initiatives that are currently on your campus and complete the requested information in the columns

***PART 2:** Based on your results, what committees can you: (a) eliminate? (b) combine? (c) provide more support? How can you infuse the SIP into these committees? Write your results on the back of page.

Committee/ Work Group	Purpose	Target Group	Membership	Relation To School Mission & School Improve- ment Plan (1=low, 3=high)	Overall Priority (1=low, 3=high)
				1 2 3	1 2 3
				1 2 3	1 2 3
				1 2 3	1 2 3
				1 2 3	1 2 3
				1 2 3	1 2 3
				1 2 3	1 2 3
				1 2 3	1 2 3

SIT Meeting Reflection

School: _____ Date: _____

- | | | |
|--|-----|----|
| 1. Was someone designated to facilitate the meeting? | YES | NO |
| 2. Did you review the agenda at the beginning of the meeting? | YES | NO |
| 3. Did you follow-up on tasks from the last meeting? | YES | NO |
| 4. Is it clear about what will get done by whom before the next meeting? | YES | NO |
| 5. Did everyone have an opportunity to participate in the discussion? | YES | NO |
| 6. Overall, was the meeting a good use of time? | YES | NO |
| 7. Make a list of any changes you would make in how the meeting was conducted: | | |

8. Make a list of what worked well during the meeting:

SIT Monthly Data Summary

(See SIT Monthly Data Interactive Excel Sheet on CD)

School: _____ Month: _____

Number of school days in that month: _____ School Population: _____

Attendance:

Number of absences general education: _____ Special education: _____

Total absences: _____ Average Daily Attendance: _____

Tardies:

Number of tardies general education: _____ Special education: _____

Total absences: _____ Average Daily Attendance: _____

Academic Data:

Number of students with: Honor Roll "A" _____ "A" & "B" _____

2 or more "F"s _____ All "F"s _____

Student Placement:

	Number	Percentage
Regular Ed. (< 21% outside regular class):	_____	_____
Resource (21-60% outside regular class):	_____	_____
Self-Contained (> 60% outside regular class):	_____	_____
Special School:	_____	_____
Hospital/Homebound:	_____	_____
Total:	_____	_____

Discipline Data:

Total number of office discipline referrals: _____ Average per day: _____

Total percent of referrals: General _____ S.W.D. _____ Minorities _____

Total In-School Suspensions: General _____ S.W.D. _____ Minorities _____

Total Out-School Suspension: General _____ S.W.D. _____ Minorities _____

Total In-School Expulsion: General _____ S.W.D. _____ Minorities _____

Total Out-School Expulsion: General _____ S.W.D. _____ Minorities _____

Feedback of 2005 - 2006 School Year

Example of Method to Measure/Determine Progress

Please rate items on a scale of **1 - 5** with **(1 - least desirable and 5 - most desirable)**.

Satisfaction with duty time and area 1 2 3 4 5

Satisfaction with teaching assignment 1 2 3 4 5

Facilities/supplies 1 2 3 4 5

Administrative support 1 2 3 4 5

Disciplinary actions for students 1 2 3 4 5

Secretarial 1 2 3 4 5

Custodial 1 2 3 4 5

Cafeteria 1 2 3 4 5

Copy machines/equipment/materials for instruction 1 2 3 4 5

Faculty in-service opportunities/ professional growth 1 2 3 4 5

Job safety and security 1 2 3 4 5

Cooperation of fellow faculty members 1 2 3 4 5

Teacher Morale 1 2 3 4 5

Guidance 1 2 3 4 5

Library 1 2 3 4 5

Overall job satisfaction 1 2 3 4 5

If any, how has PBS changed your classroom/school environment?

Suggestions about ways to improve our PBS Program:

If any, how have our inclusive practices changed your classroom/school environment?

Suggestions about ways to improve our inclusive practices:

Greatest Strength(s) of DSFH:

Area(s) That Need Improvement at DSFH:

Comments:

Sample FACULTY SURVEY

Name: _____
(Optional)

Please take the time to answer the following questions and return to E. Condry. We really want your input and all questionnaires will be kept confidential. Thanks!

1. The focus of our school improvement plan is language arts. What areas of the teaching and learning of language arts do you feel need to be addressed during staff development?

2. What area of classroom management and learning styles would you like to see included?

3. What previous in-services have you attended that you would like to see follow-up?

4. Do you utilize technology in your classroom? In what ways?

5. What type of technology inservices would you benefit from?

6. What do you feel the administrative team can do to assist teachers in the academic success of students? Be specific.

7. What do you consider our #1 need for improvement? (Please include any potential solutions.)

8. What do you consider our #1 strength, as a school, here at _____?

Comments:

Sample Parent Survey

Example of method to measure/determine Progress

(School Name)

This survey will help assess how you, as a parent, feel about how the school, the staff, and how well the curriculum provides for your child.

(Circle one)

Question	Yes	No	Rarely
1. Do you feel your child is receiving a good education?	A	B	C
2. Do you feel that teachers inform you about classroom supplies and routines?	A	B	C
3. Are you satisfied with the instruction/educational materials used by the school?	A	B	C
4. Do you feel that your child likes school?	A	B	C
5. Do you feel that teachers contact parents regularly to discuss student progress?	A	B	C
6. Do you feel that your child's teachers are sincerely interested in his/her welfare?	A	B	C
7. Do you feel welcome at Boothville-Venice School?	A	B	C
8. Do you read with your child at home?	A	B	C
9. Do you feel that the administration is willing to consider your opinions and concerns as a parent?	A	B	C
10. Are you satisfied with the way discipline is handled here?	A	B	C
11. Do you think that your child feels safe at school?	A	B	C
12. Do you think that your child feels safe on the bus?	A	B	C
13. Do you feel your child can communicate with his/her teacher?	A	B	C
14. Do you feel that drugs are a problem at our school?	A	B	C
15. Do you check your child's homework?	A	B	C
16. Are you involved in your child's education?	A	B	C
17. Do you expect your child to graduate from high school?	A	B	
18. Have you visited our Parenting Center?	A	B	

Please indicate the grade that your child is attending this school year.

Pre-K 1 2 3 4 5 6 7 8 9 10 11 12

Comments:

WALK-AROUND OBSERVATION FORM

(See Walk-Around Observation Form.xls on CD)

Summary	School Wide	Science Dept	English Dept	Math Dept	Social Studies Dept
---------	-------------	--------------	--------------	-----------	---------------------

Classroom Management/Environment

Excellent	7
Good	2
Fair	1
Poor	0

Summary	School Wide	Science Dept	English Dept	Math Dept	Social Studies Dept
---------	-------------	--------------	--------------	-----------	---------------------

Teacher Engagement

Entire Time	1
Most of the Time	0
Some of the Time	1
None	1

Summary	School Wide	Science Dept	English Dept	Math Dept	Social Studies Dept
---------	-------------	--------------	--------------	-----------	---------------------

Capturing

Affirmation	1
Good News	1
Meet & Greet	1
Social Contract	0
Use of Planners	1
Use of Social Questions	1

Summary	School Wide	Science Dept	English Dept	Math Dept	Social Studies Dept
---------	-------------	--------------	--------------	-----------	---------------------

Questioning

Comprehensive Curriculum	1
GLE	1
Knowledge	0
Comprehension	0
Application	1
Analysis	1
Synthesis	0
Evaluation	0

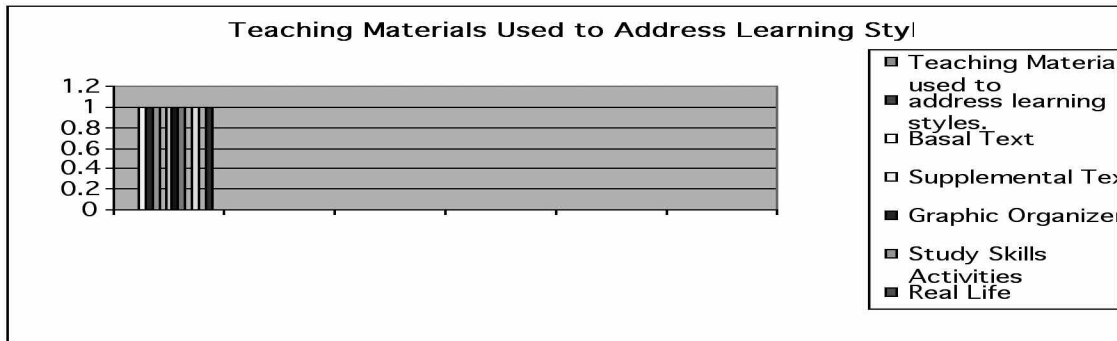
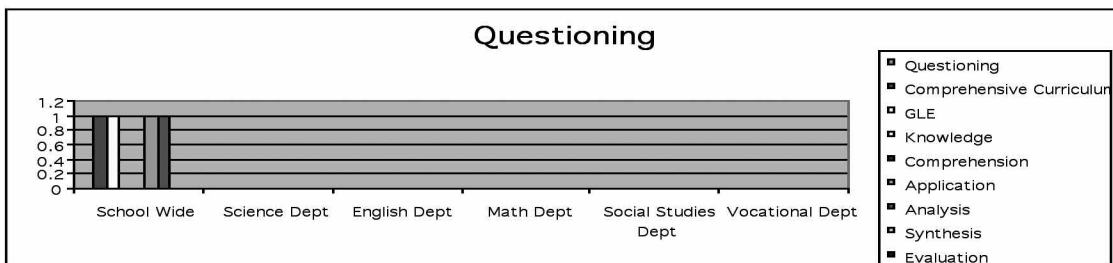
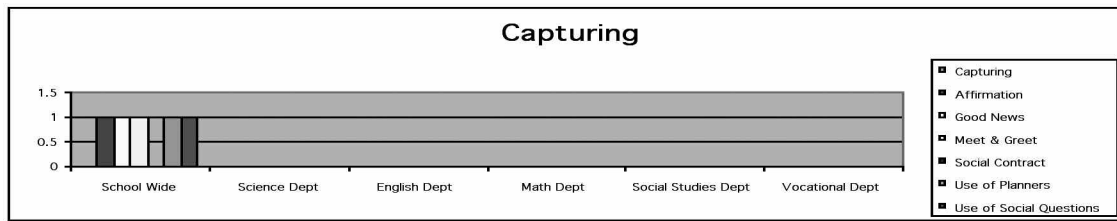
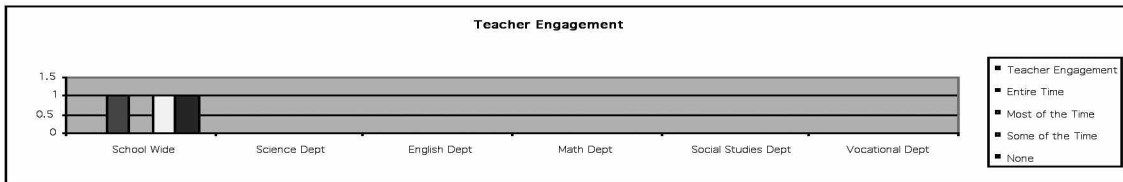
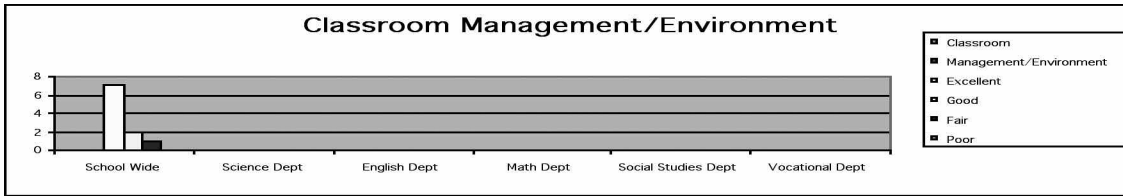
Summary	School Wide	Science Dept	English Dept	Math Dept	Social Studies Dept
---------	-------------	--------------	--------------	-----------	---------------------

Teaching Materials used to address learning styles.

Basal Text	0
Supplemental Text	1
Graphic Organizer	1
Study Skills Activities	1
Real Life	0
Hands-on	1
Technology	1
Visual	1
Tactile	0
Auditory	1
Models	0
Print	1
Olfactory	0

Interactive graphs produced by WALK-AROUND OBSERVATION FORM

(See Walk-Around Observation Form.xls on CD)



Sample STUDENT SURVEY

April 2004

Grade: _____

1. My most interesting subject is: (Circle one)

Reading

Math

Soc. St.

Science

English

Why?

2. My least favorite subject is: (Circle one)

Reading

Math

Soc. St.

Science

English

Why?

3. I learn best when:

4. In class we spend more time: (Circle one)

doing worksheets

studying skills

reading

hands-on activities

5. For math and science, do you use more books, or things to practice with? (Circle one)

books

things to practice with

6. Do students disrupt and act up in your classroom a lot?

Yes

Sometimes

Rarely

7. How do you spend your free time?

8. What are your plans for after high school?

9. Do you have internet access at home?

Yes

No

10. Are you now, or have you in the past 2 months, read a book?

Yes

No

11. What can you do to be a better student?

12. How would you rate yourself as a person? (Circle one)

Above average

Average

Below Average

Budget Object Codes

FUND: A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources. It also contains all related liabilities and residual equities or balances, or changes therein. Funds are established to carry on specific activities or to attain certain objectives of an LEA according to special legislation, regulations, or other restrictions.

OBJECT and OBJECT CODE: The service or commodity bought and the code each is under. There are nine categories:

Object Code	Object
100	Salaries
200	Employee Benefits
300	Purchased Professional And Technical Services
400	Purchased Property Services
500	Other Purchased Services
600	Supplies
700	Property
800	Other Objects
900	Other Use Of Funds

Information taken from the Louisiana Accounting and Uniform Government Handbook (LAUGH).

SIT Member Rating Form of SIP

	In Place	Needs Improvement	Not In Place
Comprehensive Needs Assessment			
The needs are based on data collected from a variety of sources (administrators, teachers, students, and parents) with tables included.			
The perceptual and observational needs assessment data are used based on an adequate sample of individuals and groups. (See Sampling Parameters for Superior, Adequate, Marginal, and Unacceptable)			
The needs assessment must incorporate these four types of data: student performance, attitudinal, behavioral, archival.			
The needs assessment data are accurately interpreted to identify strengths and weaknesses.			
The contributing factors related to the strengths and weaknesses are based on an accurate interpretation of the data.			
The needs assessment is presented in a comprehensive, clear, and understandable manner.			
Goal			
The goals are linked to student learning.			
The goals accurately reflect the school's weakness in Academic Achievement.			
The goals clearly state the direction for school improvement.			
Objectives			
The objectives have measurable (verifiable) outcomes.			
Each objective is clearly linked to a specified goal.			
The objectives reflect high expectations of achievement for all students.			
The objectives are realistically achievable in light of the accountability time frame.			
The objectives clearly state the direction for school improvement.			
Strategies/Scientifically Based Research			
Strategies directly address contributing factors of strengths and weaknesses.			
The plan presents sound and current research to support the proposed strategies.			
Strategies are appropriate for the special needs of the school's population, including those identifies as "at-risk."			
Strategies can be implemented with available or obtainable fiscal and human resources.			
Scientifically Based Research (SBR) Strategies for attaining all objectives are stated.			
Action Plan - Activities			
Action plan has a logical sequence of events to reach Indicator of Implementation.			

Action plan identifies who will be responsible for implementing the activity.			
Action plan clearly states how each activity will be performed.			
A reasonable time line is assigned to each activity.			
A clear action plan is specified for effectively implementing all identified strategies.			
Action Plan - Professional Development			
Professional Development identifies how the activities will take place (procedures) and who will be involved.			
Professional development is job-embedded and occurs frequently.			
Follow-up/support is an actual scheduled activity and is consistent.			
Professional Development is designed to reach all personnel (teachers, administrators, counselors, paraprofessionals, and other staff).			
Professional Development is potentially effective for improving student achievement when aligned to the strategies listed in the action plan.			
Action Plan - Family Involvement			
Family Involvement activities are clearly linked to the identified objectives.			
Activities that encourage family members to participate in student learning are included.			
Family involvement includes activities for increasing family-school communication about student learning.			
Family Involvement includes activities for incorporating family members of ALL students.			
Action Plan - Coordination of Resources			
Monetary resources are allocated in a manner that will facilitate achieving the identified objectives.			
Equipment is allocated in a manner that will facilitate achieving the objectives or this is not applicable.			
Time is allocated in a manner that will facilitate achieving the objectives.			
Human resources are allocated in a manner that will facilitate the objectives.			
Evaluation of Implementation			
Procedures are provided to monitor or assess the indicators of implementation for all activities set forth in the action plan.			
Valid procedures are included for continual evaluation of short-term (during current school year) effects of each strategy on student achievement and/or behaviors.			
Valid procedures are provided to examine the degree to which the identified goals and objectives have been attained.			
Valid procedures for evaluation are specified for all strategies and activities set forth in the school improvement plan.			

SIT End of the Year Data Summary

School: _____ School Year: _____

District: _____ Date of Report: _____

Grade Level: _____

Total School Population: _____ Males: _____ Females: _____

Enrollment by Race/Ethnicity:

White _____ Black _____ Hispanic _____ Asian/Pacific Islander _____ American _____ Indian _____ Other _____

Total Student on Free and Reduced Price Lunch: _____ %

Mobility Data:

Number of students gained: _____ lost: _____ Mobility Rate: _____

Attendance Data:

Total number of school days: _____ Average daily attendance (%): _____

Academic Data:

School SPS _____ Percentage Points gained/lost _____

Total Student Body:

Grade	Standardize Test	% Unsatisfactory	% Approaching Basic	% Basic	% Mastery	% Advanced
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Students w/ Disabilities:

Grade	Standardize Test	% Unsatisfactory	% Approaching Basic	% Basic	% Mastery	% Advanced
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Grade	Total number of students retained	Number of S.W.D. retained
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

GPA - Percentage of students:

Grade	4.00	3.00 - 3.99	2.00 - 2.99	1.00 - 1.99	0 - .99
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Discipline Data:

	General	SWD	Minorities
Total number of office discipline referrals	_____	_____	_____
Average office discipline referrals per day	_____	_____	_____
Total days of in-school suspensions	_____	_____	_____
Total days out-school suspensions	_____	_____	_____
Total days of in-school expulsion	_____	_____	_____
Total days out-school expulsion	_____	_____	_____