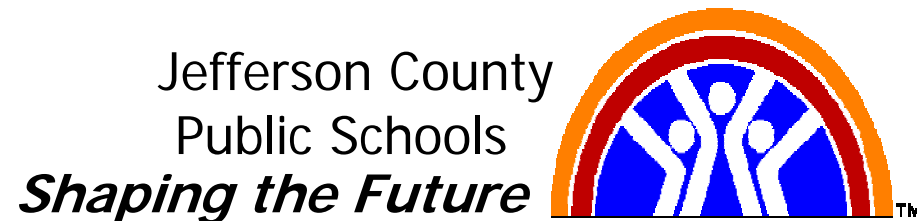


Comprehensive School Improvement Plan Web Application Training

Accountability, Research and Planning Department

Dena Dossett

Tamara Lewis



Training Agenda

- Purpose for CSIP Changes
- Advantages of new CSIP format & web application
- Overview and demonstration of web application
- Guided Practice (hands-on activity)
- Timelines
- Questions

Training Objective:

By the end of the session users will be able to navigate through the application, enter data and print a report

Training Manual - Table of Contents

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Purpose for CSIP Changes

- Change the content and format of the CSIP in order to make the plan:
 - Simple
 - Useful
- Make it a “**working**” document from which schools can measure progress towards goals through benchmarks

Changes to old CSIP format

- **Removing** causes & contributing factors (*still may be part of needs assessment process but not recorded formally*)
- **Removing** measurable objectives
- **Changing** goals to measurable goals
- **Adding** quantitative benchmarks for each goal
- **Merging** the implementation and impact check with the plan
- **Creating** a web-based platform for data entry & retrieval
- **Printing** custom reports from database

Advantages to New CSIP Model

- Provides built-in planning tools to assist in developing goals and benchmarks
- Allows for opportunity to measure progress towards goals
- Streamlines process between planning and reporting on implementation
- Offers greater flexibility in adjusting plan to meet school needs
- Provides means for custom-based reports through query functions
- Saves time spent on formatting issues

Improvement Planning Application V3.0

- Improvement Planning Application (IPA) 3.0 is an electronic web application for Jefferson County Public Schools to enter and submit their Comprehensive School Improvement Plans electronically via the internet.

To enter the application, type the following web address in your browser:

<https://assessment.jefferson.k12.ky.us/CSIP/>

- Applications that will be used:
 - Internet Explorer
 - Microsoft Word
 - Microsoft Excel
- Materials Needed:
 - Training Manual
 - 2006-07 CSIP
 - 2006-2007 Kentucky Performance Report

Key Features

1. Blue bar at top of screen indicates place in plan (i.e. main menu, goal, strategies, etc.)
2. Menu bar at top of every page
3. Saves as data is entered (No submission will be necessary)
4. Back, Next and buttons
5. Calendars are available to enter dates
6. Validations will appear if information is incomplete
7. Text in **red** mean caution, please read messages



Back button

1. Allows user to return to previous page.
2. Allows user to back out of a page
(information is not saved).

Note:

The Priority Need and Goal information is always saved when you click the back button.



Next button

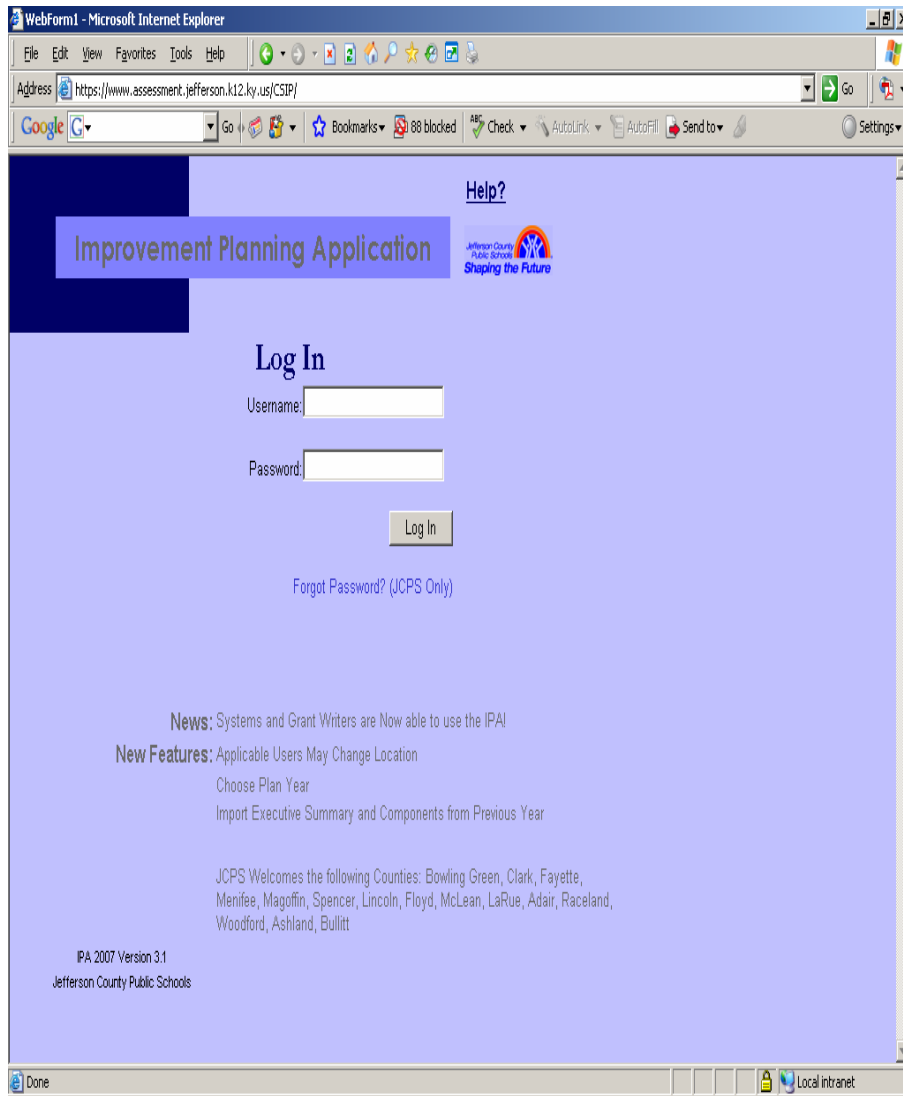
1. Allows user to go to next page.
2. Information is always saved.



OK button

1. Saves information and directs user to the next page.

Log In



Log In Screen allows users to enter into their school's CSIP application

Steps:

1. Enter user name
2. Enter password

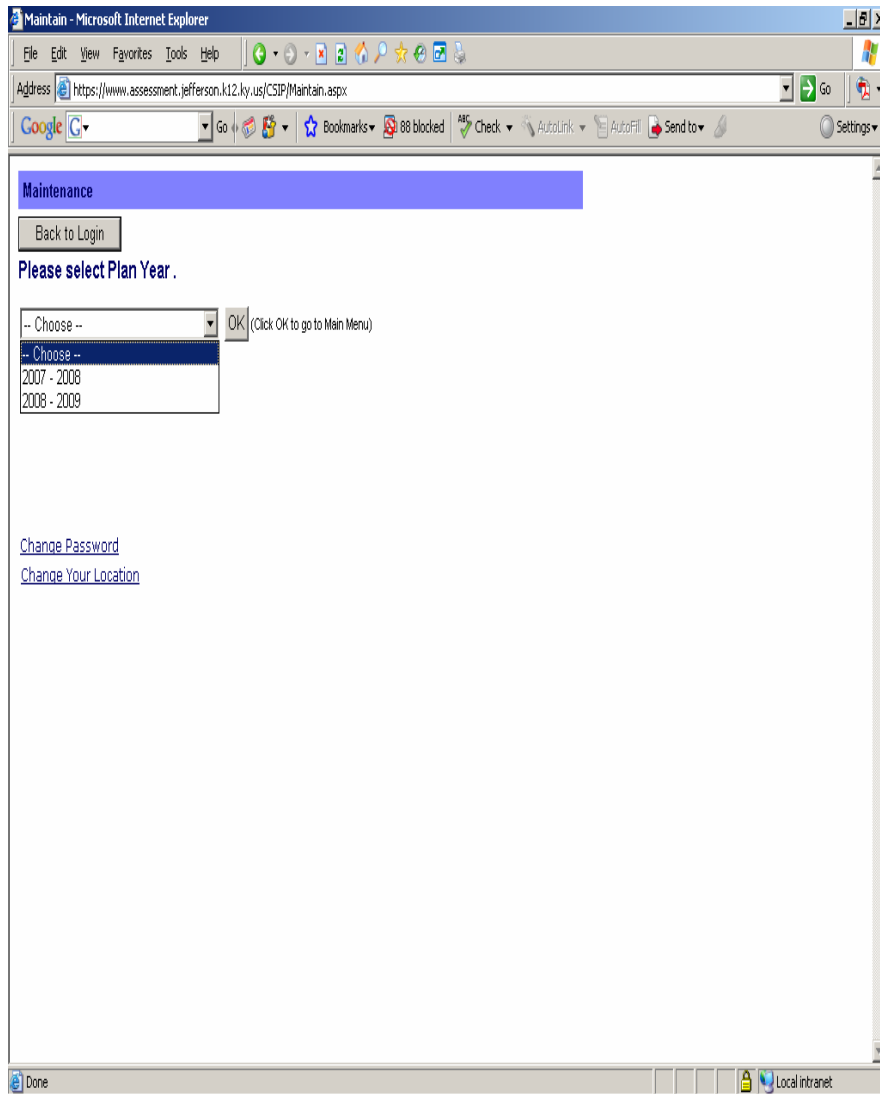
Forgot password, Click on

“Forgot Password?” to receive a temporary password through email.

Notes:

- The CSIP Web Application will automatically know your school once you have logged in.
- Currently, only principals and those registered for training have access rights.

Maintain



1. Choose the plan Year you would like to access
 - 2007 – 2008
 - 2008 - 2009
2. Click OK

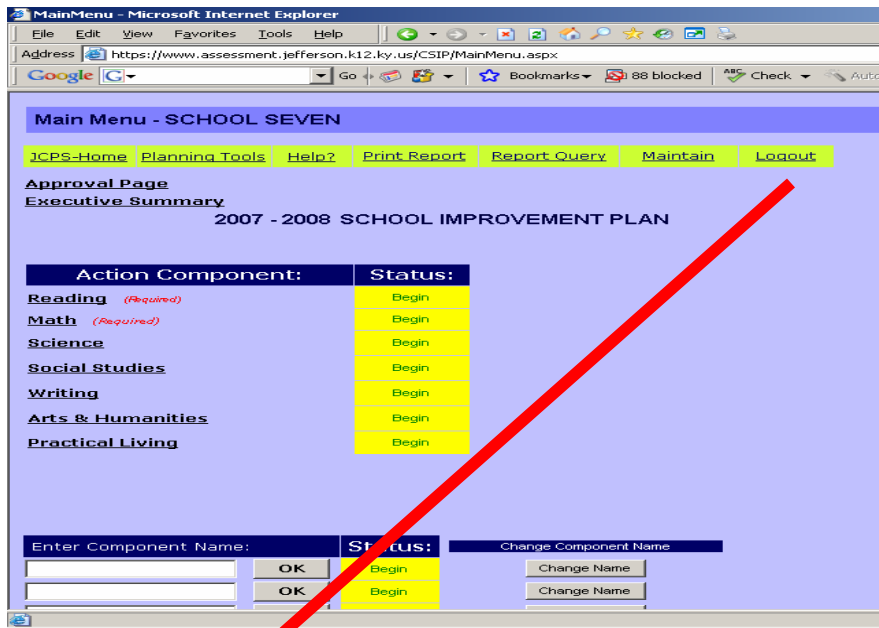
IMPORTANT:

Any school that has chosen the calendar year option (Jan-Dec) to submit their plan on Dec 17th, should choose “2008-09”.

Title I Tier schools that have chosen the calendar year option (Jan-Dec) to submit their plan on Dec 17th, need to begin their NCLB revisions in the **2008/09 option**.

Title I Tier schools that chose the school year option (Aug-May) will still need to make any NCLB revisions to their **2007/08 plan** by Dec 17th.

Main Menu



Screen where all plan components are located: approval page, executive summary and action components (including status information)

Menu Bar:

- JCPS Home – returns users to JCPS homepage
- Planning Tools – link to goal generator, causes worksheet, review rubric, etc.
- Help? – link to training manual, frequently asked questions and contact info
- Print Report – prints entire CSIP
- Report Query – allows user to print custom-based report based on certain fields
- Maintain - link to Maintain page to toggle between plan years
- Logout – exits users from CSIP web application

Main Menu

2007 - 2008

2008 - 2009

Main Menu - SCHOOL SEVEN

JCPS-Home Planning Tools Help? Print Report Report Query Maintain Logout

Approval Page
Executive Summary
2007 - 2008 SCHOOL IMPROVEMENT PLAN

Action Component:	Status:
Reading (Required)	Begin
Math (Required)	Begin
Science	Begin
Social Studies	Begin
Writing	Begin
Arts & Humanities	Begin
Practical Living	Begin

Enter Component Name: Status: Change Component Name

OK Begin Change Name

OK Begin Change Name

Main Menu - SCHOOL SEVEN

JCPS-Home Planning Tools Help? Print Report Report Query Maintain Logout

Approval Page
Executive Summary
2008 - 2009 SCHOOL IMPROVEMENT PLAN
If you plan to Import Data Please Click on the IMPORT Button First!!

Action Component:	Status:	Import Data From Last Year
Reading (Required)	Begin	Import RD
Math (Required)	Begin	Import MA
Science	Begin	Import SC
Social Studies	Begin	Import SS
Writing	Begin	Import WR
Arts & Humanities	Begin	Import AH
Practical Living	Begin	Import PL

Enter Component Name: Status: Change Component Name

OK Begin Change Name

Differences

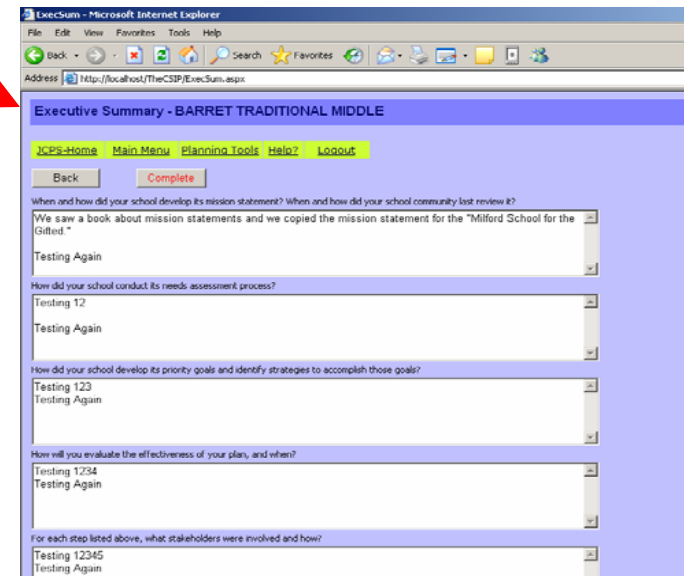
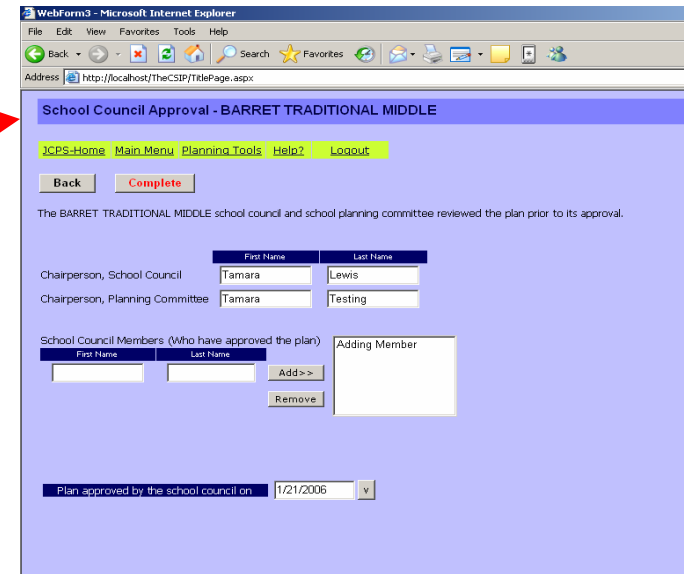
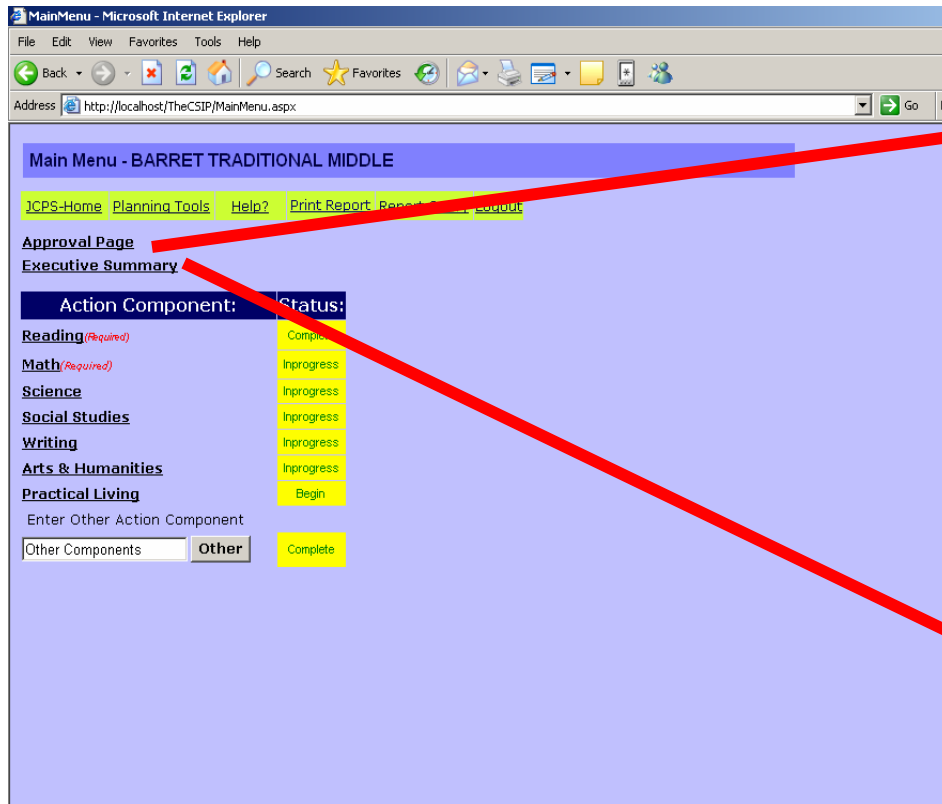
- 2007 – 2008 Does Not have import capabilities
- 2008 – 2009 Allows you to import data from last year.
- 2008 – 2009 Executive Summary allows user to import from last year.

****IMPORTANT you must import before you begin a new action component****

Import Features

- The 2008/09 plan allows users to import data from your 2007/08 school plan. Users can import by action component.
- Users must import *before* beginning a new action component. If users start typing in an action component and then decide to import 07/08 data, it will NOT allow users to import.
- After importing 07/08 data, users can make changes to the data that was imported or add new goals/benchmarks/strategies.
- The executive summary can also be imported from your 2008/09 plan.
- It will not import cost/funding source information for strategies. Users must go into each strategy and add a new cost/funding source.
- It will not import “other components”. If schools have an “other” component, they must type that information.

Main Menu Continued



1. Click Approval Page link to enter approval information
2. Click Executive Summary link to answer summary questions

Main Menu Continued.....

Main Menu - SCHOOL FIVE

JCPs-Home Planning Tools Help? Print Report Report Query Maintain Logout

Approval Page
Executive Summary

2006 - 2007 CSIP

Action Component:	Status:
Reading (Required)	Inprogress
Math (Required)	Inprogress
Science	Inprogress
Social Studies	Inprogress
Writing	Inprogress
Arts & Humanities	Inprogress
Practical Living	Begin

Enter Other Action Component: Change Other Action Component Name

Attendance	Other	Inprogress	Change Name
Suspensions	Other	Inprogress	Change Name
Culture	Other	Inprogress	Change Name

Action Component - BARRET TRADITIONAL MIDDLE

JCPs-Home Main Menu Planning Tools Help? Logout

Back (Click Back to return to Main Menu)

Action Component: Practical Living

First Name	Last Name
<input type="text"/>	<input type="text"/>

Component Manager:

Date: 1/13/2006

Add Need and Goal Complete

(Click on the GS Number to Edit Priority Need and Goal and to proceed to Benchmark and Strategies)

- Click any of the Action Component links to begin to enter component information (goals, benchmarks, strategies)
- Or enter new action component by clicking “Other” button if it is not listed above (i.e. school climate)

Other Action Component

Action Component:	Status:
Reading <i>(Required)</i>	Inprogress
Math <i>(Required)</i>	Inprogress
Science	Inprogress
Social Studies	Begin
Writing	Inprogress
Arts & Humanities	Inprogress
Practical Living	Begin

Enter Other Action Component:	Change Other Action Component Name
Attendance <input type="text"/> Other	Inprogress <input type="button" value="Change Name"/>
Suspensions <input type="text"/> Other	Inprogress <input type="button" value="Change Name"/>
Culture <input type="text"/> Other	Inprogress <input type="button" value="Change Name"/>

- Type name of Action Component in blank textbox
- Click Other to begin adding Needs and Goals

Changing the Name of the Other Action Component

- Click the Change Name button
- Edit Other screen will appear
- Type in new name and click OK

Back To Menu

To change the current Other Action Component, please enter new name in the box and click OK.

Current Other Action Component: Academic Achievement

Enter New Other Action Component

Approval Page

Click Back to return to Main Menu
(Information will not be saved)

Click Complete when you have
completed entering data to return to
Main Menu (Information will be saved)

School Council Approval - BARRET TRADITIONAL MIDDLE

JCPs Home Main Menu Planning Tools Help? Logout

Back Complete

The BARRET TRADITIONAL MIDDLE school council and school planning committee reviewed the plan prior to its approval.

	First Name	Last Name
Chairperson, School Council	Tamara	Lewis
Chairperson, Planning Committee	Tamara	Testing

School Council Members (Who have approved the plan)

First Name	Last Name	
<input type="text"/>	<input type="text"/>	Add >>
		Remove

Adding Member

Plan approved by the school council on 1/21/2006 v

- Approval page is the screen where users enter information about their school council members who have approved the plan and the date when the plan was approved
- Note: This page serves as schools' SBDM sign-off page (once plan is approved). Approval of CSIP should also be reflected in SBDM minutes.
- Any changes that are made to the CSIP need to be approved by SBDM and the approval date needs to be updated

Executive Summary

**Click Back to return to Main Menu
(Information will not be saved)**

**Click Complete when you are completed
entering data to return to Main Menu
(Information will be saved)**

**Click Save frequently to save
information before application times out,
which is approx. 20min.**

ExecSum - Microsoft Internet Explorer

Address http://localhost/TheCSIP/ExecSum.aspx

Executive Summary - SCHOOL FIVE

2006 - 2007

JCP's Home Main Menu Planning Tools Help? Logout

Back Complete Save (Please click save frequently)

What is your mission statement? When and how did your school community last review it?

The mission of Schaffner Traditional was developed in 1992 when the school changed from a kindergarten center to a full elementary school. Parents, teachers and administrators developed the mission to discuss what thenew school would be. The mission statement is revisited on an annual basis and is included in key handbooks and information pertaining to the school. The mission of Schaffner Traditional is to provide a quality education. We expect all students to learn at a high level. In a structured environment that emphasizes daily

How did your school conduct its needs assessment process?

The mission of Schaffner Traditional was developed in 1992 when the school changed from a kindergarten center to a full elementary school. Parents, teachers and administrators developed the mission to discuss what thenew school would be. The mission statement is revisited on an annual basis and is included in key handbooks and information pertaining to the school. The mission of Schaffner Traditional is to provide a quality education. We expect all students to learn at a high level. In a structured environment that emphasizes daily

How did your school develop its priority goals and identify strategies to accomplish these goals?

The mission of Schaffner Traditional was developed in 1992 when the school changed from a kindergarten center to a full elementary school. Parents, teachers and administrators developed the mission to discuss what thenew school would be. The mission statement is revisited on an annual basis and is included in key handbooks and information pertaining to the school. The mission of Schaffner Traditional is to provide a quality education. We expect all students to learn at a high level. In a structured environment that emphasizes daily

How will you evaluate the effectiveness of your plan, and when?

The mission of Schaffner Traditional was developed in 1992 when the school changed from a kindergarten center to a full elementary school. Parents, teachers and administrators developed the mission to discuss what thenew school would be. The mission statement is revisited on an annual basis and is included in key handbooks and information pertaining to the school. The mission of Schaffner Traditional is to provide a quality education. We expect all students to learn at a high level. In a structured environment that emphasizes daily

For each step listed above, what stakeholders were involved and how?

The mission of Schaffner Traditional was developed in 1992 when the school changed from a kindergarten

- Executive Summary screen allows schools to enter information about their planning process (i.e. their needs assessment, development of goals, evaluation method, and stakeholder involvement).

- Note: Schools will need to answer all questions before CSIP is complete

- Note 2008 – 2009 allows user to import from last year

Action Component

**Click Back to Return to Main Menu
(Information will not be saved)**

ActionComponent - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address http://www.assessment.jefferson.k12.ky.us/CSIP/ActionComponent.aspx

Action Component - BARRET TRADITIONAL MIDDLE

JCPS-Home Main Menu Planning Tools Help? Logout

Back (Click Back to return to Main Menu)

Action Component: Practical Living

First Name	Last Name
<input type="text"/>	<input type="text"/>

Component Manager:

Date: 1/13/2006

Add Need and Goal Complete

(Click on the GS Number to Edit Priority Need and Goal and to proceed to Benchmark and Strategies)

- The Action Component Screen is where users enter the component manager and click on the button to add their priority needs and goals.
- Schools will be directed to enter all information about a particular goal (i.e. need, goal, benchmark, strategies) before adding more goals.

Notes:

This Page is the only way to get to Need and Goal, Benchmarks and Strategies

The date is automatically filled in once the user is on the screen

Priority Need and Measurable Goal

Click Back to Return to Action Component Page
(Information **will be** saved)

Click Next to go to Benchmark Page
(Information will be saved)

NeedandGoal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address http://localhost/TheCSIP/NeedandGoal.aspx

Priority Needs and Measurable Goals - BARRET TRADITIONAL MIDDLE

JCPS-Home Main Menu Planning Tools Help? Logout

Back © Click Back to return to Action Component. Information will be saved. Next © Click Next to go to Benchmark. Delete

Priority Need

Priority Need #1
1. In May 2005, our school's Math Index was 50 as measured on the Kentucky Core Content Test

Measurable Goal

Goal #1
1. By May 2007, our school's Math Index will increase by 22.22 for a total Math Index of 72.22 as measured on the Kentucky Core Content Test

- The Needs & Goal Screen is where the user enters one priority need and one measurable goal.
- Additional needs and goals can be added from the action component screen (**remember** to select only a few key goals because each one requires a benchmark)
- The priority need should represent the current data, while the goal should represent what data point the school would like to achieve by the next year (*see next slide and goal generator*)
- **Note: The Delete button will remove ALL information associated with a particular need and goal (i.e. benchmarks and strategies)**

How to Develop SMART Goals

(Specific & Strategic, Measurable, Attainable, Results-Oriented, Time bound)

- In developing goals, schools should think about the specific benchmarks to use as evidence of progress
- Schools can use the **goal calculator** in the “planning tools” to enter previous KCCT academic data and goals for the next school year will be automatically generated
- **Be sure to include SB 168 goals and/or NCLB subgroup goals**

SMART Goal:

- By when, who will do what as measured by what

SMART Goal Examples:

- By May 2009, the percentage of students scoring proficient or distinguished in Reading will increase to 70.5 as measured by the Kentucky Core Content Test
- By May 2009, all NCLB subgroups will meet their NCLB proficiency targets in Reading as measured by the Kentucky Core Content Test

Goal Suggestions

- Schools should include both main goals and subgroup goals for subpopulations in their Reading and Math Components.
- Main goals are centered around CATS goals and encompass most of your school's reading or math strategies (i.e. strategies that apply to all students).
- Subgroup goals for subpopulations include strategies that target the specific subpopulation and would not be included in the organizing goal(s)
- After entering data into the goal calculator in "Planning Tools", please follow the steps below to choose goals:
 - Step 1. Choose main goal(s) (i.e. goals 1-3)
 - Step 2. Choose subgroup goals
 - Step 2a. For Title I Tier schools only, choose goal 4 as "NCLB goal"
 - Step 2b. For all other schools, choose goal 5 as "SB168 goal"
- For NCLB and/or SB168 goals, include strategies that are specific to the targeted population. You do **not** need to repeat strategies listed under your main goal

Goal Model Options

	Model 1	Model 2
Goals	<ul style="list-style-type: none"> • All main goals listed in same goal box • Subgroup goal listed in next goal box 	<ul style="list-style-type: none"> • Each main goal listed in separate goal box • Subgroup goal listed in next goal box
Advantages	<ul style="list-style-type: none"> • All applicable strategies can be listed under main goal 	<ul style="list-style-type: none"> • Benchmarks and strategies are clearly linked to goals
Disadvantages	<ul style="list-style-type: none"> • Must include multiple benchmarks for main goal in order to cover all different measures of main goal 	<ul style="list-style-type: none"> • Some strategies may be appropriate for more than one goal

Model 1 Example

Main Goal:

By May 2009, our school's Reading Index will increase by 22 for a total Reading Index of 72; the percentage of students scoring proficient or distinguished will increase by 27 for a total percentage of all students scoring proficient or distinguished in Reading of 67; the percentage of students scoring novice in Reading will decrease by 7 for a total percentage of all students scoring novice in Reading of 13 as measured on the KCCT.

Benchmarks:

Measure	Date	Projected Data	Actual Data
Index - CAS	10/15	72	
Index – CAS	2/15	72	
%P/D – PAS	10/15	67	
% P/D – PAS	2/15	67	
% Novice – PAS	10/15	13	
% Novice – PAS	2/15	13	

Strategies would focus on improving the Reading Index, increasing proficiency and eliminating Novices

Model 2 Example

Main Goal # 1:

By May 2009, our school's Reading Index will increase by 22 for a total Reading Index of 72 as measured on the KCCT

Benchmarks:

Measure	Date	Projected Data	Actual Data
CAS	10/15	72	
CAS	2/15	72	

Strategies for the main goal # 1 would focus on improving the Reading Index

Main Goal # 2:

By May 2009, the percentage of students scoring novice in Reading will decrease by 7 for a total percentage of all students scoring novice in Reading of 13 as measured on the KCCT

Benchmarks:

Measure	Date	Projected Data	Actual Data
PAS	10/15	13	
PAS	2/15	13	

Strategies for the main goal # 1 would focus on eliminating Novices

Goal – Benchmark

Goal Focus	Possible Benchmarks
Content Index (i.e. Reading, Math)	Classroom Assessment System (CAS) School developed scrimmage tests
% Novice or % Proficient/Distinguished	Classroom Assessment System (CAS) Predictive Assessment Series (PAS)
% Proficient/Distinguished for <u>Subgroups</u>	Classroom Assessment System (CAS) Predictive Assessment Series (PAS)
Attendance	Monthly pupil attendance report
Parent Involvement	Parent-teacher conferences PTA membership Parent visits (school sign-in sheets)
Suspensions	Monthly suspension report

Benchmark

Click Back to Return to Need and Goal Page

Click Next to go to Need and Goal Page
(Must have at least two benchmarks to go to the next page)

Benchmark	Measure	DATE	ProjectedData	ActualData	Edit	Delete
1	PAS	1/20/2006	16	4	Edit	Delete
2	GPA	1/31/2006	80	90	Edit	Delete

- The Benchmark screen is where the user enters information on how the school will measure progress towards its goal.
- The benchmark should represent a proxy measure or indicator of the goal
- Schools should enter at least 2 dates for when they will measure progress

Benchmark Continued.....

Benchmark - BARRET TRADITIONAL MIDDLE

JCPS-Home Main Menu Planning Tools Help? Logout

Back Next
(Click Back to return to Priority Need and Goal) (Click Next to go to Strategy/Activity)

Add Benchmark

Please include quantitative data and the measure(s) used to assess progress toward goal below:
(at least two benchmarks are required for each goal)

Benchmark	Measure	DATE	ProjectedData	ActualData	Edit	Delete
1	PAS	1/20/2006	16	4	Edit	Delete
2	GPA	1/31/2006	80	90	Edit	Delete

- Measure
 - Should represent a proxy or indicator of goal (i.e. PAS or CAS)
- Date
 - Enter date in mm/dd/yyyy format
- Projected Data
 - Can either be an incremental target or the same goal for each date
- Actual Data
 - the actual results from the measure
 - This information would not be entered until its associated date had been reached
- **Projected and Actual Data needs to be in number format (text will not be accepted)**
- Click the Edit to enter information or to change existing information
- (OK accepts changes, Cancel cancels the change)

Strategy/Activity

Click Back to Return to Benchmark Page

Click OK to go to Action Component page after **all strategies** for the goal have been entered

GS No	NCLB/SB 168	Strategy/Activity (Including evidence is optional)	First Name	Last Name	Start Date	End Date	Cost/Funding Source	INI	How did strategy impact progress toward goal?	Delete

- The Strategy/Activity screen is where the user will click the button “Add strategy” to enter information
- Once the information has been entered, the strategies will appear in the table on this screen.
- Click “add strategy” to continue to add strategies for that particular goal

Add Strategy

Click Back to Return to Strategy/Activity page
(Information **will not** be saved)

Click OK save information and return
to Strategy/Activity page

Add Strategy
Please complete this form, the information will be added to Strategy/Activity Page

JCPS-Home Main Menu Planning Tools Help? Logout

Back OK

All fields are required. (excluding III)
If there is no cost for this strategy type "0" and choose "No Funding" from the Funding Source list. Click Add to put in list box.

NCLB or SB168: SB168

Responsible Person: First Name: Testing, Last Name: Testing

Start Date: 1/26/2006, End Date: 1/27/2006

Funding Source: Activity Funds

Cost: \$4000 ESS, \$5000 Gifted and T

Strategy/Activity: This is a test

Please do not fill in I, IP, NI or Impact until the Strategy/Activity is underway.

I, IP, NI: I *Implemented, Implemented Partially, Not Implemented

- The Add Strategy screen is where the user enters all information for one strategy
- The NCLB and SB168 field allows schools to reference if a particular strategy addresses those requirements
- Information on the implementation status and impact should not be entered until the strategy is underway

Add Strategy

Dropdowns for this page

NCLB or SB168

Responsible

First Name

Last Name

NA

NCLB

SB168

Both

Cost

Funding Source

Other

Activity Funds

Activity Funds

Carl Perkins

CSIF

ESS

General Fund

Gifted and Taler

IDEA

KETS

No Funding

Please do not fill in I, IP, NI or Impact until the Strategy/Activity is underway.

I, IP, NI

*Imple

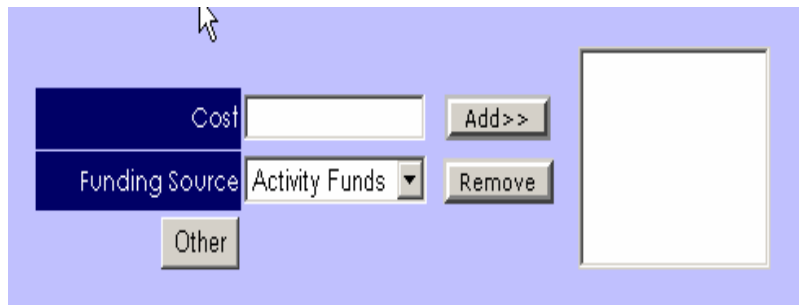
How did strategy impact progress toward goal?

IP

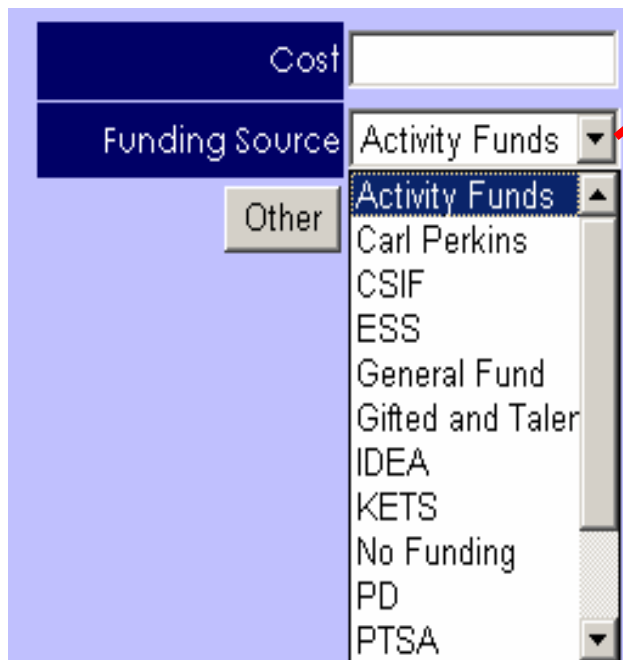
NI

Add Strategy (How to Add Cost)

This process allows user to enter multiple costs per strategy



A screenshot of a software interface for adding a strategy. It features a light blue background. On the left, there are three stacked dark blue labels: 'Cost', 'Funding Source', and 'Other'. The 'Cost' label is next to a white text input field. To its right is a grey button labeled 'Add>>'. The 'Funding Source' label is next to a dropdown menu currently showing 'Activity Funds'. To its right is a grey button labeled 'Remove'. Below the 'Funding Source' label is a grey button labeled 'Other'. To the right of these controls is a large, empty white rectangular box.



A screenshot of the same software interface as above, but with the 'Funding Source' dropdown menu open. The dropdown list is visible, showing 'Activity Funds' at the top, followed by 'Carl Perkins', 'CSIF', 'ESS', 'General Fund', 'Gifted and Taler', 'IDEA', 'KETS', 'No Funding', 'PD', and 'PTSA'. A red arrow points from the 'Activity Funds' option in the dropdown list to the 'Add>>' button in the screenshot above.

- Cost
 - Enter dollar amount (do not add \$ sign)
- Funding Source
 - Choose from drop down
- Other
 - If the funding source is not listed, click the Other button and a textbox will appear to enter the source
- Add
 - Click the add button after entering Cost and Funding Source or Other
 - Continue to add all amounts and sources associated with the strategy
- Remove
 - Select the Cost and Funding Source to remove from list

Strategy/Activity (with data)

Strategy/Activity - LOWE ELEMENTARY SCHOOL

2007 - 2008 Reading

JCPS-Home Main Menu Planning Tools Help? Logout

Back (Click Back button to return to Benchmark) OK (Click OK button to return to Component Page)

Add Strategy Click the Add Strategy button to add a strategy, an Add Strategy form will appear.

GS No	NCLB/SB 168	Strategy/Activity (Including evidence is optional)	First Name	Last Name	Start Date	End Date	Cost/Funding Source	I, IP, NI	How did strategy impact progress toward goal?	Delete
1		The JCPS District Literacy System will be implemented by all teachers.		Principal	8/13/2007	5/31/2008	Details			Delete
2		Teachers will follow the curriculum map for reading instruction. Teachers will identify the core content and post on board, list on student work, or state the essential question(s) to be learned during the lesson.		Principal	8/13/2007	5/31/2008	Details			Delete
3		Teachers will attend the District's Summer Literacy Institute to refine their literacy instruction. Teachers will know how to use the JCPS adopted classroom instructional framework (entering activity, anticipatory set, teaching/learning, guided practice, closure and independent practice).		Literacy Leaders	6/1/2007	8/11/2007	Details			Delete
4	SB168	Classified Staff will attend Literacy PD to refine use of intervention programs and data analysis.		Principal	8/13/2007	5/31/2008	Details			Delete
5		Guided reading walk-throughs will be conducted twice a year by the principal and the Instructional Coach. Lowe will also participate in the District's guided reading walk-throughs. The IC will include professional development		Instructional Coach	8/13/2007	5/31/2008	Details			Delete

- Click OK button once strategies/activities are completed or the user comes to a stopping point.
- OK will return the user to the Action Component page
- To edit strategy information, click on the GS No (Goal/Strategy Number)

Finishing an Action Component

Component - LOWE ELEMENTARY SCHOOL
2007 - 2008

JCPS-Home Main Menu Planning Tools Help? Logout

Back (Click Back to return to Main Menu)

Component: Reading

Component Manager: Kris Raitzer

Date: 9/9/2007

Have you completed all the Needs and Goals for this Action Component? yes No

Please click the Add New Need and Goal button to add the other need and goal for this Action Component.

Add Need and Goal Complete

(Click on the GS Number to Edit Priority Need and Goal and to proceed to Benchmark and Strategies)

GS Number	Priority Need	Measurable Goal
1	In May 2006, our school's Reading Index was 99 as measured on the Kentucky Core Content Test.	By May 2008, our school's Reading Index will increase to 101 as measured on the new Kentucky Core Content Test.
2	In May 2006, the percentage of Free/Reduced students scoring proficient or distinguished in Reading was 65% as measured on the Kentucky Core Content Test.	By May 2008, the percentage of Free/Reduced students scoring proficient or distinguished in Reading will increase to 72% as measured on the Kentucky Core Content Test.

- Click Complete button once the action component is complete (all information on goals, benchmarks and strategies has been entered)
 - Status will appear “complete” on main menu screen
- Click the Main Menu on the Menu bar if user is not complete with Action Component
 - Status will appear “in progress” on main menu screen

Print a Report (Entire CSIP)

- To print the entire CSIP, click on "Print Report" from the Main Menu and your plan will print as a PDF file

LOWE ELEMENTARY SCHOOL
SCHOOL IMPROVEMENT PLAN
YEAR 2007 - 2008

Kris Raltzer
Responsible Person

Kris Raltzer
Contact Person

Approved :
03/27/2007
Date

Members or Committee:
Kris Raltzer
Sara Moses
Ann Bell
Lynette Taylor
Tymna Oberhausen

Component: Math
Component Manager: Kris Raltzer
Date: 03/20/2007
Name: LOWE ELEMENTARY SCHOOL

Priority Need:

Goal:

In Spring 2006, our school's math Index was 99 as measured on the KCCT.

By Spring 2008, our school's math index will increase to 101 as measured on the KCCT.

Benchmark			
Measure	Date	ProjectedData	ActualData
CAS	11/01/2007	80	
CAS	04/23/2008	101	

GS No.	NCLB 58168	Strategy/Activity	Responsible Person	Start Date	End Date	Cost/Funding Source	LIP #	Impact
1		Teachers will engage in professional development to refine our alignment of Everyday Math to Core Content 4.1.	ILT	08/13/2007	08/11/2007	\$ 1000 General Fund		
2		Teachers will fully implement the Everyday Mathematics program. The principal will lead analysis of program implementation and refinement during embedded PD.	Principal	08/13/2007	05/26/2008	\$ 6000 Text Books		
3	58168	Successmaker will be used with struggling math students. Members of the ILT will analyze the effectiveness of the Successmaker Intervention program.	ESS Coordinator	08/13/2007	05/26/2008	\$ 7,000 ESS		

Report Query

The Report Query Screen is where users can print out custom-based reports by querying their CSIP on certain fields

Action Component	NCLB/SB168	Strategy/Activity (Including evidence is optional)	Last Name	Start Date	End Date	Cost/Funding	INI	How did strategy impact progress toward goal?
Arts Humanities	Both	Practice painting pictures	Van Gogh	3/21/2006	6/29/2006	300 Gifted and Talented 7500 Gifted and Talented		
Arts Humanities	NCLB	Read many art books	Da Vinci	3/24/2006	10/27/2006	1234 Carl Perkins 2345 PTSA	NI	Did not implement so no progress

- The fields that can be queried are:
 - Action component
 - NCLB/SB168 Requirement
 - Person Responsible (Last Name)
 - Funding Source
- Sort by
 - Date (start and end)
 - Last Name
 - Component
- Make selections
- Choose one sort option
- Click the Run Query button

Timeline

- Schools have 2 options for completing their CSIP
 - Calendar Year (January – December 2008) – due Dec 17, 2007
 - School Year (August 2008 – May 2009) – due March 28, 2008
- More information about those options (including advantages/disadvantages and specific timelines) are available on the JCPS School Improvement Planning Website
 - <http://www.jefferson.k12.ky.us/Departments/Planning/SchoolPlanningSite/SchoolPlanning.html>

Back at your school.....

- Remember only principal and those register for training have user name and password for web application currently
 - Contact the JCPS Planning unit to add users that will need access to web application
- More than one user can be log into the same school plan at the same time
 - However, it is recommended that no more than 1 user be working on the same action component at the same time
 - More than one action component can be worked on simultaneously
- The planning tools contains a “blank template” that can be downloaded and used as a draft plan
 - Information can be “copied and pasted” into web application
 - Allows for users to spell check information before entering onto the web

Questions?

- For **planning process or content** questions, please contact:
 - Dena Dossett (dena.dossett@jefferson.kyschools.us) or call 485-7074
- For **technical assistance** or questions about the web application, please contact:
 - Tamara Lewis (tamara.lewis@jefferson.kyschools.us) or call 485-3060
- For best results, use **Internet Explorer** to enter your CSIP into the web application.