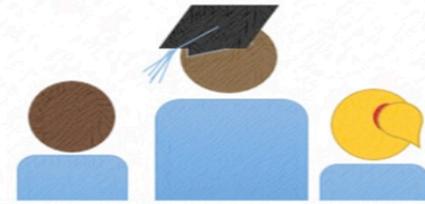




# ACSIP Statewide Field Test

*Supporting Arkansas Schools for Arkansas's Future*



# Statewide Field Test Advisory Team meeting

Friday, February 5, 2016

9:00 a.m. to 2:00 p.m.

Agenda and Discussion PowerPoint

**Annette Barnes,  
Assistant Commissioner Public School Accountability**

Elbert Harvey (ACSIP and Standards)  
Bobby Lester (Federal Programs)

# Introduction

---

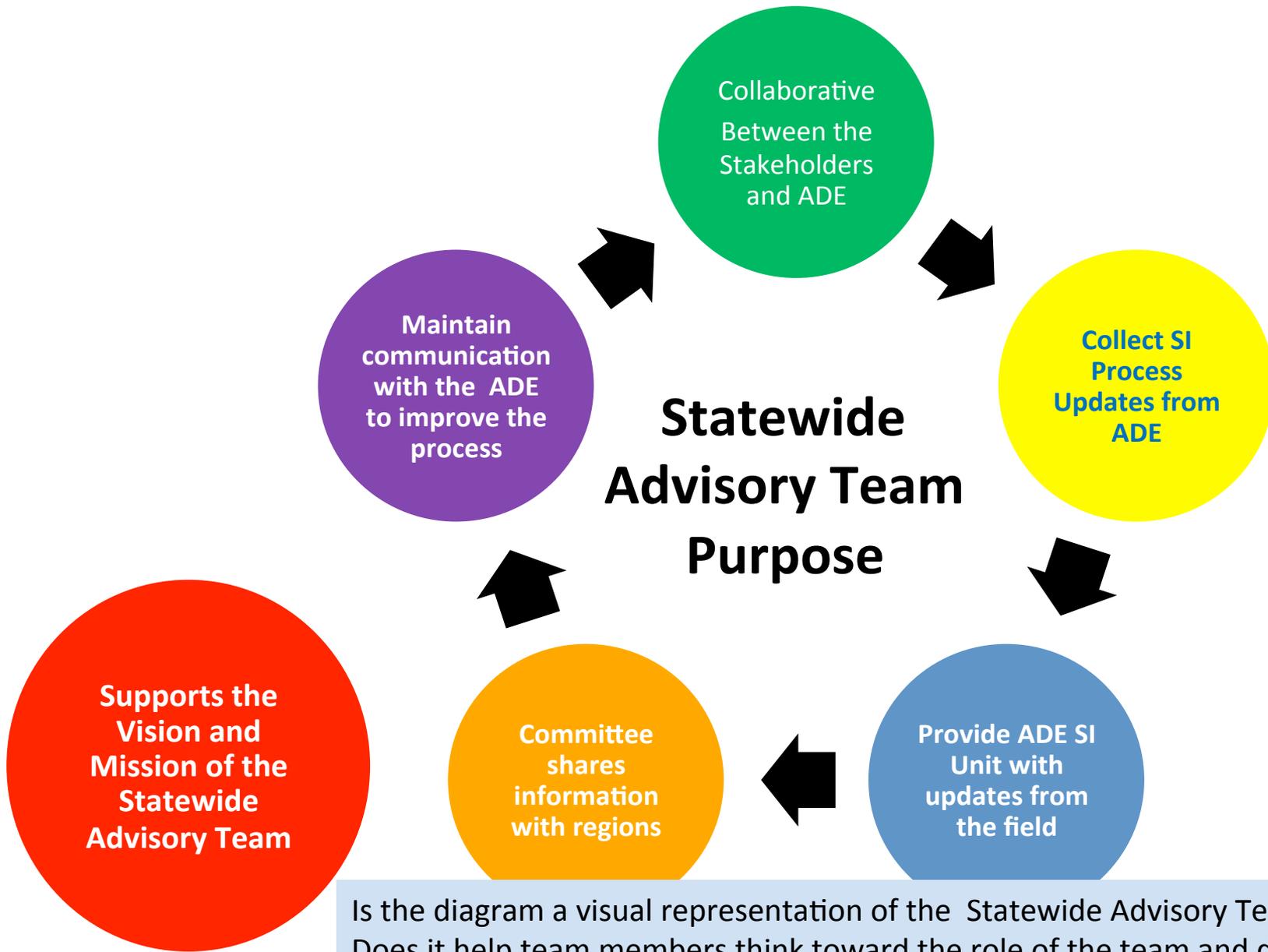
The Statewide Advisory Team is a collaboration of the Arkansas Department of Education, Arkansas Districts and Schools.

The Statewide Advisory Team was created to develop a collaborative approach to addressing School Improvement professional practices among Arkansas systems.

**In reading through the December 2015 materials, we reflected on a few questions:**

- Did the supporting facts resonate with you? Anything surprising?
- What was missing from the list of surfacing facts?
- Did the facts help to support or lend itself to the development of a commonly held belief from the team?

Your input will help refine the purpose and implementation of the Statewide Field Test in Arkansas through input and decision making for earlier technical intervention.



Is the diagram a visual representation of the Statewide Advisory Team? Does it help team members think toward the role of the team and development of a Vision and Mission to lead the team's work?

# Addressed Agenda Items

---

## Team Introductions and guest attendance

- **Regional feedback , input, requests**

## Celebrations and December 11, 2015 Next Steps

### School Improvement

- 2016-17 District and School Indicators
- 2016 School Improvement Conference

## Student Special Needs Funding General Descriptions

## Next Steps

# Quick Introductions

---

Your name

Your professional experience and involvement in education in Arkansas

Your involvement with regional feedback and data gathering thus far, if any from December 2015 discussions

**(Share regional input and requests for discussions)**

# Responses

## **Responses from within Introductions regarding School Improvement practices :**

- We are using Indistar for what it was intended to do. We were a pilot school last year.
- Several of our schools are focus and priority. They have additional parameters that they have to work with. Most of her questions have been answered.
- We were a pilot school and working with priority schools has provided us with the expertise to continue the work, knowing laws and rules have helped us implement this year.
- We were a pilot district last year which was a huge help. It is much better this year as we have more support.

- I appreciate the representation from South AR. I have talked to several people in my cooperative region and have feedback from staff. One school is a Focus school that met standards this year which makes the “focus” thing easier to speak about. We want this full time equivalency of employees, a list of concerns to submit for response, and many pieces of this (45 Day Plan, etc) to all fit together.
- We have 5 focus schools, we have asked state to give us the required components for the state RTI model and we need closure on that piece. Schools want to know what the requirements are that are coming up and what would be expected for roll-over to the next year.
- Need to know where the Supplemental Compliance document is in the system.
- Part of the confusion with the TIP is a lack of clarity at the beginning, and not any idea of what that TIP looked like, we were not given a format, not a layout or design, required components of what it should look like, having a model at the beginning would have been helpful.
- We are very fortunate, our schools are doing wonderfully because of strong leadership in our district.

- Being a pilot school really helped last year, we really did too much for the schools, now the schools have taken ownership, now it's an ongoing thing, now there are more logistical questions. We need to now be intentional about what needs to go into the plan. We need to make sure we are communicating what we are doing in our plan. When we have big questions, I am constantly calling John or LaDonna and that is a big help. It is important to have that communication.
- I was part of a pilot school last year in a different district than where I work this year. The school this year, wants to ask about evaluation statements and about the process.
- I have been an administration, fed. Coordinator and business manager, I have seen a lot change. "This is our best chance ever in the last few years to put the process into place." We are looking at this as a process and a total learning experience for our district. This is where we have got to enable our people and empower our schools. Our concern is how do we coach the schools. How do we respond to them in real time? How do we conduct a meeting,? We are enjoying the process, the Wiseways<sup>®</sup> as we go back and look at them. The WiseWay<sup>®</sup> research is confirming what we have done.

# Questions from the Advisory Team

Some members did not have questions following introductions while others brought in a list of questions.

## Questions from members in real time:

- The order of bulletin board dates are not in order? **(ADE) This has been reported to Indistar.**
- What are we working on this workday at the Cooperatives in February? Do I invite each building? What do they do? **(ADE) Workday agendas are determined by attendees. The focus is on school improvement practices for districts and schools.**
- Updating state categorical form- how do we gain a working form for modification? **(ADE) Contact the School Improvement Unit attention Ms. Chante'le Williams.**
- In General Description statements, what is included in evaluation statements? **(ADE) Evaluation should state what type of instrument(s) to show directly whether or not a person or program is helping raise student achievement.**

# Questions from the Advisory Team

Some members did not have questions following introductions while others brought in a list of questions.

## Questions from members in real time:

- We are not getting feedback? Coaching moment- some of this is random- it needs to be specific. **(ADE) During the Field Test process the concentration is on implementing the system but encourages effective practices of assessing and planning indicators to focus on school improvement. Each district has received a minimum of 3 Coaching Reviews. We hope to provide more specific and frequent coaching in the future.**
- Require budget summaries for all funds like for Title 1. It helps us track approved expenditures and calculating budgeted expenses using that format instead of a general summary for categorical funds. If not the budget summaries then develop some method of doing this.
- It would be good if the building Title 1 budget summaries would roll together into a district summary within the software. I made the buildings complete one then had to type theirs in or cut and paste into the district summary.

# ***Other requests from the state for discussion by the team***

---

## **Document Upload number of files-**

1. What types of evidences are we looking for districts and schools to be uploading to assist and improvement the school improvement process including any supplemental forms required by the state?
2. How will the files be archived in the Document Upload to start the 2016-2017 school year?
3. What system/process or common folders will district have with instructions to organize expected files?
4. What items/files are needed and how many files will districts need to complete the year?

# Responses

- We are trying to upload everything (did not know that the upload number had increased)
- Is it a matter of housing information for future retrieval / warehouse in case documents needed to be accessed?
- There is a difference to me if I am uploading things for audit vs information to be archived.

*We (ADE) will respond to questions related to the requirements of what is to be uploaded. What goes in which folder, etc. What about districts that have a large number of schools? Are 100 uploads enough space? We are having conversations with schools about not placing every little thing in the upload.*

- When schools do show evidence, they can place some in on-site box/filing cabinet folders to be housed in the school after all the evidences are for the team.
- The system was built to include uploads or documents that needed to be shared i.e, budget descriptions, assurances, approvals, grant applications, etc. What items need to be shared should be the question.
- If you are not the process manager, you do not have access to put information that is occurring in PLCS in to the system. May need additional levels of access. Possible links to allow accessibility within the systems (like Google docs, etc.). Possibly even more space for focus and priority schools. The more specific you can be, the better.
- We upload “more “ in one upload, instead of one meeting agenda, we might upload 10 agendas in one document to save space for other files, etc.

# *Other requests from the state for discussion by the team*

## **Minutes template-**

- I can't tell you how comforting it is to actually know the people at ADE, especially when you have a need! As our district and school leadership teams attempt to plan meetings and record minutes within Indistar, we've noticed that the only place we can input information is in the section "VII. Other Business." While we can enter information there, it is much more desirable to be able to input information in the section with which it fits. For example, "Old business," can't be documented within that specific section of the **agenda/minutes**; instead, we have to include it in the "Other Business" section and somehow denote it's old business. **Can/Will ADE SIU and Indistar consider changing that format?** Thanks for your assistance.

## **Community-**

- We want to become better at involving the community and teaching them how to use the ACSIP to become more informed about our progress. What are we doing? Any suggestions from the team?

# Responses

- We reference our Indistar pages at our parent meetings. Not so sure we get the best response.
- We have tried to include people on our committees who serve the same population/people.
- We communicated on one of our school teams about trainings on how to actually utilize the site. It can be overwhelming. (on the guest log in, we need the Comprehensive Report linked. Is it possible to make it more assessable?)
- Can we possibly choose which parts of the platform to share with our guests. The Guest log in needs to be user friendly.
- Task in progress instead of Task not complete. What if guests had access to just an overview of what is happening.
- Is there any way to know the number of “hits” we have had on our site?

# Addressed Agenda Items

---

## Team Introductions and guest attendance

- Regional feedback , input, requests

## Celebrations and December 11, 2015 Next Steps

### 2016 School Improvement

- 2016-17 District and School Indicators
- 2016 School Improvement Conference

### Student Special Needs Funding General Descriptions

### Next Steps



Arkansas



Bulletins and Coaching Reviews are more frequent and posted in real time!



State Bulletin Board

Coaching Comments

The Statewide Advisory Team information was added on the ACSIP Dashboard!

<a href="#">Home</a>	<a href="#">Complete Forms</a>	<a href="#">Submit Forms/Reports</a>	<a href="#">Docs &amp; Links</a>
My Online Tool(s)		Description	
	<a href="#">District Success Indicators</a>	A framework where all district leadership teams will participate in a continuous cycle of assessment, planning, implementation, and progress tracking of research-based effective practice.	<a href="#">Coaching Review</a>
	<a href="#">ACSIP Statewide Advisory Team</a>	Latest news and communications (Updated 1/12/16)	
	<a href="#">Celebrate and Share!</a>	Please share your success stories with us through amateur video, PowerPoint, Prezi, short stories, etc. All stories should be submitted to: <a href="mailto:chante'le.williams@arkansas.gov">chante'le.williams@arkansas.gov</a> . We can not wait to see the celebrations and success stories from the great state of Arkansas! -ADE ACSIP Statewide Administrative Team-	

A district and school success search is underway!

Document Uploads have been raised to 100 files in ACSIP!



Document Upload

Arkansas



ACSIP Workdays are scheduled for February and March in escWorks!



Positive feedback is two way in different areas within the state!



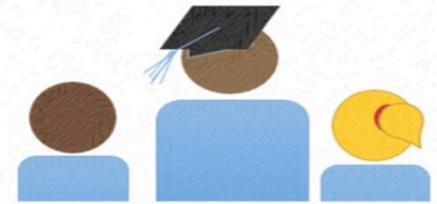
Reviews are in progress!





**ACSIP** Statewide  
Field Test

*Supporting Arkansas Schools for Arkansas's Future*



# **ACSIP Workdays are scheduled during February / March 2016**

By ACSIP Statewide Administrators

LaDonna Spain and John Harris

and

State Field Test School Improvement Team



## 2016 February and March ACSIP Workdays

Co-op	ADE Facilitator	February	March
1. OUR	John	10th	
2. Wilbur D. Mills	John	16th	
3. Southwest	LaDonna	11 <sup>th</sup>	
4. Northwest	John	18th	
5. Arch Ford	John	4 <sup>th</sup> and 23rd	
6. Western	John	17th	
7. Southeast	LaDonna	29th	
8. Crowley's Ridge	LaDonna	3 <sup>rd</sup>	9 <sup>th</sup>
9. South Central	John	22nd	
10. Dequeen-Mena	John	2nd	
11. Northeast	John	11 <sup>th</sup>	
12. Dawson	LaDonna	17 <sup>th</sup>	3 <sup>rd</sup>
13. Arkansas River	LaDonna		2 <sup>rd</sup>
14. North Central	John		1 <sup>st</sup>
15. Great Rivers	John	24 <sup>th</sup>	
ADE Workday	LaDonna	10 <sup>th</sup> (L), 18 <sup>th</sup> (L), and 25 <sup>th</sup> (J)	10 <sup>th</sup> (L) and 17 <sup>th</sup> (L)

# Straight from those who show success!

---



## **Paperwork-**

“This year’s paper work once completed and past this initial year, three years down the road will be a better process.”

## **Community-**

“We are having Closing the Achievement Gap community meetings with much success. We are providing them with instructions on how to use the guest log in to read our successes in ACSIP!”

***What about students? Here is our Challenge: Search for success stories regarding instructional teams, classrooms, and students.***



# Responses

- NEXT STEPS: Can the Coaching Comment go to more than those designated? May need to be more than two people when you have a larger district.
- ADI said that some discussion has been about some of the forms being viewable.
- Some of the schools are emailing verses using the Coaching model. Therefore, information and discussion is not documented in the system.
- Is it an option to cluster several schools together to send Coaching Comments? Double work when sending the same comment to multiple schools in the same district.
- Right now, entering information into the system is not second nature. A lot of good things are going on that aren't being reflected in the system.

# December Next Steps - ADE and Indistar/ADI



## ADE- completed Next Steps

- December 1 Indicator ACSIP reviews will be communicated by Document Uploads in the SEA to LEA folder in ACSIP
- Continue October 1 Federal and December 1 Indicator, 2015 reviews and approvals
- John Harris and LaDonna Spain will schedule ACSIP workdays during the month of February and/or March of 2016 for districts and designees of choice as space is available (ADE and Regional Coops)
- Add the January 08 and May 30 Document Upload instructions to the Statewide Field Test Webpage on the ADE website
- The January 08th Budget Upload deadline was changed to January 15th due to conflict with school schedule (Commissioner's Memo is forthcoming in regard to upload)
- Research ways to streamline Health and Wellness expectations and needs assessments with the needs assessment process.
- Determine space within the Document Uploads according to needs on a case by case basis for larger districts

## Indistar/ADI- completed Next Steps

- Stephanie Benedict from ADI will be in attendance of the next January 22, 2016 Advisory meeting **(The 1/22 meeting was rescheduled to 2/5. Stephanie was present during 1/22/16 workday day and worked with ADE personnel via Zoom due to the snow and Ice that covered the state that day. She also attended the 2/5 meeting via Zoom session. )**

# December Next Steps- Statewide Field Test Advisory Team and upcoming meetings



## SW Advisory Team- Completed Next Steps

- Share Advisory Team discussions and decisions with regional stakeholders
- Gather questions and feedback from the regions
- Return to the ~~January 22, 2016~~ February 5, 2016 with suggestions for a committee vision and mission
- Read pre-reading materials if available prior meetings

## Upcoming meetings

- Friday, January 22<sup>nd</sup> (9-12)
- Friday, February 19<sup>th</sup> (9-12)
- ~~Friday, March 18<sup>th</sup> (9-12)~~ **(This meeting remains as March 18th.)**
- Friday, April 15<sup>th</sup> (9-12)
- No meeting in May

# Title I /Fed Programs and Federal Grants Management

---



## **2015-16 Final Federal Funds Allotment Carryover Balances**

**Memo #:** FIN-16-034

**Memo Date:** 1/4/2016

**Attention:** Federal Program; Superintendents; Principals; General Business Manager

**Memo Details:** [Click this link for more details.](#)

## **ACSIP Statewide Field Test – Gross Payroll and Budget ledger reports**

**Memo #:** FIN-16-033

**Memo Date:** 1/4/2016

**Attention:** Federal Program; Superintendents; General Business Manager

**Memo Details:** [Click this link for more details.](#)

## **SPTMP-SPITMP AND SPITEMP Folders needed to open Excel**

See Appendix and ADE Statewide Field Test website at

# Responses

- Commissioners Memo is forthcoming, within two weeks with final 2015-16 allocations, 1003a grants will possibly be part off the submission forms in Indistar.
- Revised programs budget summaries need to be uploaded by May 1<sup>st</sup>. APSCN closes the end of June. See Annette Carlton-Pearson for more information about it.
- *Dr. Wilde asked if this had been added to our timeline. Is May 1 reasonable to do that? We need to say to everyone the deadline has been established.*
- *When we do that final budget submission, it also needs to be cleaned up.*
- *Your state Categorical is yours to determine up to June 30<sup>th</sup>. If you put it in your General description and you haven't spent money on it, then the description has to be revised.*
- *Next year, 2016-17 Application when will they be available? And close of the 2016-17 school year...*
- *By June 15<sup>th</sup> – budget uploads...*



During the 2016-17 school year:

We will see what we can do to lessen or modify the amount of data that is being required in ACSIP in the future.

The advisory team recommendations will be taken into consideration moving forward as was as districts in contact with the School Health Services Unit.

What tools are needed within ACSIP to provide for Mental Health and other school based health services in the overall school improvement planning?

How can we lessen the burden on the districts when addressing the requirements of school health index reporting?

# Responses

- We may need to include on our Advisory Team more diversity...Special needs, etc.
- Would love to have building input on these questions.
- NEXT STEPS: We will pull the questions from the regions.
- What is a required pieces vs nice to know?
- Schools need to know why this is relevant.
- Nobody has really understood this.
- Can we link the School Index URL? *(ADE) According the Ms. Clark, that will be something we are looking at. We are asking for information for what is required. URL would not work because this is password assessable.*

We need steps.

- A huge disconnect because of the turnover in districts and here, at the ADE.
- More training is needed. Spell out who is responsible for what, districts vs. schools, etc.
- Separating what the schools are responsible for from what the districts are responsible for. *(ADE) Most of the requirements are at the school level, according the Ms. Clark*

# Special Education- 2016-17 SPED Finance Statewide Field Test

---



1. An overview PowerPoint should be posted on the <http://arksped.k12.ar.us/FundingAndFinance/Workshops.html> webpage. This is just an introduction to Indistar/ACSIP test site and basic requirements for the June 1, 2016 application. Webinar trainings and training materials will be announced and posted in early March.
2. The new June 1 application is for Title VIB, both sections 611(School Age) and 619 (Federal Preschool) and State Preschool.
3. Board approval of application budget will need to be scheduled in a Spring meeting in order to meet the June 1 deadline.

# Responses

- Should have levels of password access.
  - The Advisory Team would like to take the password conversation a step further. The purpose of the log-in is a possible accidental change to information.
  - Levels of privileges is a huge concern. Depends on how districts are structured (What specific people within the district are doing – They should have access to EVERY entity with which they are working.)
  - Assignment of rights to the system, determining the level of access as well.
- To address the desire to have more specificity with regard to Coaching Reviews pertaining to submissions, etc. ***(ADE) At this time the ADE School Improvement Statewide Field Test team are reviewing District level implementation of Indicators from the December 1 submission and continue to review the General Descriptions for Districts and Schools.***

# Responses

- (ADE) State Categorical General Descriptions – the State is not calling districts to say, line item by line item, what is approvable or needs to be corrected.
- (ADE question) Should we put out a memo on the Bulletin Board common things that we are finding?
- (ADE) Could there be a link or library of some sort for people who are new in a position to address lack of knowledge about State Categorical Rules?
- Frequency of reminders should be provided.
- Things such as when budgets are due, things due at the first of the year, conferences.
- Place people on a list serve.
- Regarding questions and concerns of General Descriptions, the types of examples just show they are not reading the rules.

# Addressed Agenda Items

---

## Team Introductions and guest attendance

- Regional feedback , input, requests

## Celebrations and December 11, 2015 Next Steps

### 2016 School Improvement

- 2016-17 District and School Indicators
- 2016 School Improvement Conference (Mentioned during the meeting but addressed in the following slides.)

## Student Special Needs Funding General Descriptions

## Next Steps

2016-17 Indicator discussion  
During the 2015-16 school year  
districts completed 7 required success  
indicators while schools not in focus  
and priority completed 13 required  
success indicators.

Focus and Priority schools are assigned  
18 indicators aligned to the ESEA  
requirements.

# Moving forward into the 2016-17 year, districts and schools will

- a. Complete a new list of assigned indicators as determined by the ADE and ESSA implementation.
- b. Have the flexibility to choose indicators based on needs assessment and Title I, ESSA, and other requirements
- c. Both a and b

# Responses

*(ADE) With regard to Indicator selection. Should we open this up? What should be the state's guidance to schools with regard to a plan being in place?*

- There should be a blend when thinking about having Indicators decided. Some by state, some by districts and schools.
- District Leadership team needs to look at school's Indicators and choose what is reasonable. Then, have the school choose some it thinks are reasonable. The state would then still continue to look in on what's being done.

*(ADE) Needs Assessment,...Do we need to have a form within to say we have identified "these" Indicators to be assessed? Response from the team, yes.*

- There needs to be a balance between being prescriptive and not doing anything to ensure that schools/districts are successful.
- I do not think schools and districts that are really doing the work need to be held back.
- Possibly give a number of Indicators instead of specific Indicators. Maybe a list of 20 to choose from.

# Responses

*(ADE) We need to remove all Compliance from the School Improvement side. So would we keep the Indicators we have been working or start over with this new list?*

- How are we aligning Indistar and the Standards for the next year? *(ADE) That conversation is going on.*
- Will Standards have access to Indistar? *(ADE) Yes*

What constitutes the ACSIP?



# Responses

- We could need clarification about what the acronym stands for ACSIP ( C stands for comprehensive and not consolidated, etc.)

# Miscellaneous Comments and Questions from the field

# Responses

- Why are the locally hired SISs having to report to the state?

*(ADE) Waiver speaks to the level of intervention that needs to take place.*

- RTI- discussion
- At the coops, when the ADE SISs are there, and districts want to be “checked off,” they will review what has been done up to that point.

*(ADE) Information will be sent containing what has been reviewed.*

# Miscellaneous Comments and Questions from the field

1. The SIS report is too time consuming. Too many different categories. If there has to be a reporting form, make it more general categories. **(ADE) We will take the comment in advisement. Elementary and Secondary Educational Act (ESEA) outlines the required reporting components see page 115.**
2. Why does the SIS have to report to the State Department? Reporting should be done from the SIS to the District Administration, if the, the District Administration is unsatisfied with the results of the SIS, the school administration should then report problems to the state. **(ADE) The reporting communication is determined by the Elementary and Secondary Educational Act (ESEA) page 118.**
3. As an Instructional facilitator, everything I do is directly linked to school improvement. Therefore, how can I say honestly I am only acting as an SIS 50% of the School day? **Elementary and Secondary Educational Act (ESEA) page 118 provides guidance to Focus School s for the requirements related to School Improvement Specialists.**
4. There are several indicators that apply to the district Indistar team such as policies, hiring highly qualified teachers, etc., and should not be indicators for school level teams. **(ADE) School indicators required for the 2015-16 school year are aligned to the Title I Schoolwide and Title I Targeted Assisted requirements, Elementary and Secondary Educational Act (ESEA) and Indicators of successful practice.**
5. Too many indicators for any of them to make effective change. **(ADE) The ADE is seeking feedback and recommendations from the Statewide Field Test Advisory Team as indicated in today's discussions.**

# Miscellaneous Comments from the field

6. The focus school quarterly report for grades 3-6 needs to be revised. It's not effective data for school administrators or teachers to use to improve instruction.
7. The Indistar process takes too much time out of the principal and instructional facilitator's day. Their time could be utilized more effectively in the classroom observing instruction, holding team meetings, etc., then filling out paperwork.
8. Each Indicator has to have tasks in order to monitor progress. These tasks that have to be entered and monitored routinely are time consuming and serve little purpose.
9. The way we were told to create our TIP Plan doesn't have any measurable goals attached to it. Each school should be allowed the freedom to make their TIP Plan in a way that is meaningful and measurable for their school improvement needs.

# ADE SIS Team Leader responses to ESEA questions:

- *(page 115 in Waiver contains what SIS is supposed to do*
- *(page 118 ) ½ time locally hired SIS duties and responsibilities, this is what we are asking to have documentation of*
- *Every question, every week does not have to be answered. We are looking for trends. We are looking for if you are spending at least 50% of your time on school improvement. Report was designed with the waiver in mind as a way to also help SISs focus on the process that should be happening.*
- *Districts should be reading and discussing SIS reports prior to them being turned in. That process should also be noted in the agendas and minutes so that there is documentation that that has taken place.*

# 2016 School Improvement Conference

June 20 – 23, 2016

Hot Springs Convention Center

# Notice

Notification about the Conference is forthcoming.

The School Improvement Conference will be in Hot Springs on **June 20 to 23**. Check in at the conference starts at 12 Noon on the 20<sup>th</sup>. The conference ends at or around 12 noon on the 23<sup>rd</sup>.

**Registration is not yet open, but Focus schools in year 4 must send a team. Teams should include one district designee. A district with multiple teams could send one to three district personnel as appropriate.**

Questions are submitted to

- Richard W Wilde, Ed.D.
- Arkansas Department of Education
- School Improvement Unit Leader
- Public School Accountability
- Office: 501-683-3434
- Cell: 501-804-6132
- [richard.wilde@arkansas.gov](mailto:richard.wilde@arkansas.gov)

# Addressed Agenda Items

---

## Team Introductions and guest attendance

- Regional feedback , input, requests

## Celebrations and December 11, 2015 Next Steps

## Meeting Norms and Expectations

## 2016 School Improvement

- 2016-17 District and School Indicators
- 2016 School Improvement Conference

## **Student Special Needs Funding General Descriptions**

## Next Steps

# Common Questions while Reviewing NSLA and PD General Descriptions

*Please provide a general description including the purpose and program evaluation of the NSLA programs, positions, and other expenditures.*

*~Indistar software*

*Please provide a general description including the purpose and program evaluation of the PD programs, positions, and other expenditures.*

*~Indistar software*

## General Descriptions: process, expenditures, & evaluation

- **Assessments** (analysis of the assessment data provides the purpose)
- Allowable **expenditures** that **address** the issue revealed through assessment data (District approved expenditures)
  - ~~ specifically math and literacy achievement
  - ~~ closing the achievement gap between subgroups
- **Evaluation** (how do you or will you determine if the program plan is effective?)

The Statewide Field Test School Improvement Team are looking through the General Descriptions for needs assessment, allowability of listed expenditures, and evaluation process.

# **Common Questions when Reviewing NSLA and PD Expenditures**

Areas of need that may have surfaced in Data Analysis were shared with participants.

Some of the above examples are potential state audit findings and could be subject to reimbursement from district funds.

All state superintendents sign assurances attesting to knowledge of compliance and allowable expenditures.

What do you think will happen  
when audit or monitors find  
nonallowable expenditures within  
the APSCN budgets and ACSIP  
General Descriptions?

What feedback can the Statewide  
Field Test Advisory Team provide  
the ADE to proactively offer  
technical assistance related to the  
General Descriptions?

# Responses

- There were no specific recommended responses regarding next steps, but some discussion took place.

How do we shift the energy to 100% focus on school improvement verses 80% compliance and 20% for school improvement?

(100% on school improvement does not mean the resources are not important, but how do we use the resources to support improvement. How do we shift our mind set?)

# Comprehensive Needs Assessments Schools -- Districts

## **Comprehensive Needs Assessment (Guides your planning)**

Please describe how the school has completed a comprehensive needs assessment of the entire school based on information which included the achievement of children in relation to the state academic content standards. The summary should include information from *all four measures of data*:

- student achievement data
- school programs/process data
- perception data
- demographic data

The four types of data should be cross analyzed to identify the needs of educationally disadvantaged students.

**\*\*The above description of a *Comprehensive Needs Assessment* is included in the *Comprehensive School Compliance Document* in *Indistar* software on "School" sites.**

# Needs Assessment

## Literacy sample from ACSIP

The high school examined test data, both formative and summative, and determined that in Literacy that content and practical passages for both multiple choice and open response continue to be a weak trend. Some factors that contribute to this trend are curriculum mapping and pacing, lack of content vocabulary, lack of manipulatives/hands on resources, lack of technology, and non-use of high yield instructional strategies.

# Needs Assessment

## Math sample from ACSIP

The high school examined test data, both formative and summative, and determined that in Math there needed to be focus on Algebra and Geometry. Based on a comprehensive needs assessment that reflects an in-depth analysis of student achievement, demographics, perceptual, and school process data across all students tested in Algebra I, data interpretation and probability for both multiple choice and open response continue to be a weak trend.

Based on comprehensive needs assessments that reflected an in-depth analysis of student achievement, demographics, perceptual, and school process data across all student tested in Geometry, determined that Coordinate Geometry and Transformations and relationships between two and three dimensions for both multiple choice and open response continues to be weak. Contributing factors for both Geometry and Algebra I include curriculum mapping and pacing, lack of content and vocabulary, lack of manipulatives, lack of technology, and non-use of high yield instructional strategies.

Following the review of needs assessment samples from ACSIP, how does the team see technical assistance and needs assessment processes moving forward to support the 2016-2017 school year?

# Program Evaluation samples

- Evaluation will be from analysis of data from individual PGPs, TESS, LEADS, SAIs, SEARK Coop ESC Works, surveys of teachers, and end-of-the year student assessments.
- Evaluation will be through student, parent surveys, assessment data, and data showing the number of students participating in the meal program compared to the number of students who could participate.
- Pre and post tests are administered to students in both programs. Data is collected from standardized testing, interim assessments, and perception surveys related to the programs.
- Teacher observations, daily grades, classroom assessments, classroom walk-through, CRT and NRT Assessments are the main criteria for evaluation.

# Program Evaluation samples

- Formal and informal teacher evaluations conducted by the principal, along with mapping and alignment and data analysis, will be determining sources for professional development opportunities the teacher should select.
- Annual evaluation of professional development will be conducted and made available to all staff through the ACSIP teams. Our district PD committee will annually review feedback and evaluate the professional development plan and implementation of it. Campus ACSIP teams address this topic along with the district professional development team. Surveys are used to support this process. Data gathered during the evaluation process will be used as the basis for future professional development opportunities.

Following the review of program evaluation samples, how does the team see technical assistance and program evaluation processes moving forward to support the 2016-2017 school year?

# Addressed Agenda Items

---

## Team Introductions and guest attendance

- Regional feedback , input, requests

## Celebrations and December 11, 2015 Next Steps

## Meeting Norms and Expectations

## 2016 School Improvement

- 2016-17 District and School Indicators
- 2016 School Improvement Conference

## Student Special Needs Funding General Descriptions

## Next Steps

Spring 2016  
Semester

*Focus –*  
**2016-2017**  
**School year**  
**Develop 2016-2017**  
**schedule**

02/19/16

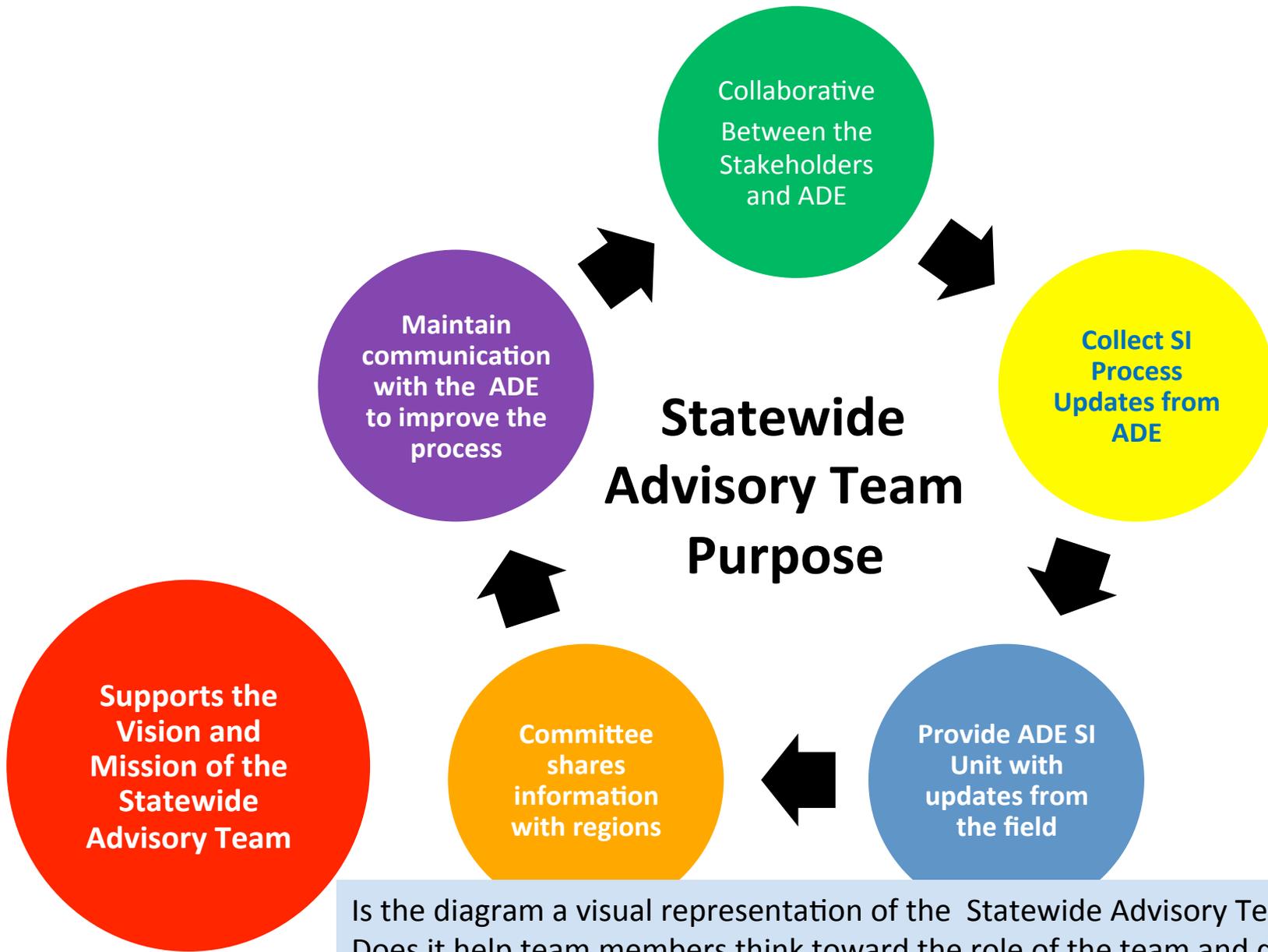
03/18/16

4/15/16

*Next Meeting Focus –*  
**Spring 2016 and**  
**Summer 2016**  
**(Date is set)**

# Next Steps

Team	Individuals
<ul style="list-style-type: none"><li>• Search for Instructional team, Classroom, and Student Success Stories from your regions</li><li>• Ask the Wellness questions within regions for feedback and gather more questions related to the topic for discussion with Ms. Jerri Clark.</li><li>• Be prepared to reflect from previous meetings and set meeting norms and expectations moving forward. Communication will vary for input toward meeting time. Purpose cycle posted next for reminder.</li><li>• Please send or bring questions or comments for discussion anytime. This is one of the areas related to our purpose.</li></ul>	<ul style="list-style-type: none"><li>• Provide feedback on potential March meeting dates</li><li>• Kristi Wiggins volunteered to be a possible presenter to present information from the Advisory Team to the State Board. No details on when and what time, etc.</li></ul>



Is the diagram a visual representation of the Statewide Advisory Team?  
Does it help team members think toward the role of the team and development of a Vision and Mission to lead the team's work?

# **Red** Agenda items below will be addressed during the March 2016 meeting and/or other means of communication.

---

## Team Introductions and guest attendance

- Regional feedback , input, requests

## Celebrations and December 11, 2015 Next Steps

## **Meeting Norms and Expectations**

### 2016 School Improvement

- 2016-17 District and School Indicators
- **2016 School Improvement Conference**

### **Continued team discussions**

- **Vision and Mission**
- **Coaching comments- Lori Holt and LaDonna Spain demo**
- **Student Special Needs Funding General Descriptions**
- ACSIP Perceptions
  - How are we connecting and aligning resources supporting the school improvement process?
    - Resources and Support
    - School Improvement Process

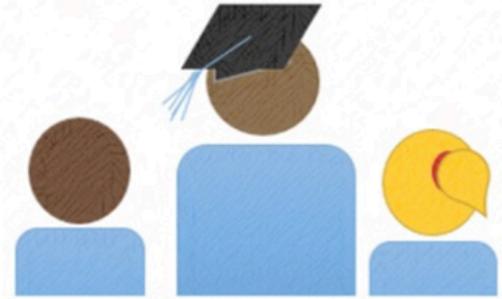
# Next Steps

ADE	Indistar/ADI
<ul style="list-style-type: none"><li>• Write out team responses and submit to all by e-mail</li><li>• Post the February Advisory Team meeting responses to the ACSIP Dashboard</li><li>• Send out pre-read material if any prior to the next meeting</li><li>• Provide technical assistance on-site with the advisory team member's team needing individual assistance to discuss how all of these pieces fit together and to connect the 45 Day plan to the Targeted Improvement Plan (TIP) in Indistar.</li><li>• Send out e-mail with 3 dates to inquire about new March date.</li><li>• Move Red Agenda items to the March 2016 meeting due to snow days in January 2016 and unforeseen agenda items</li><li>• Send notice to ADI/Indistar that the Bulletin Board range of dates have not yet been fixed.</li><li>• Provide the SBE calendar to the advisory team</li></ul>	<ul style="list-style-type: none"><li>• Bulletin Board dates are sequential in descending order</li></ul>



# ACSIP Statewide Field Test

*Supporting Arkansas Schools for Arkansas's Future*

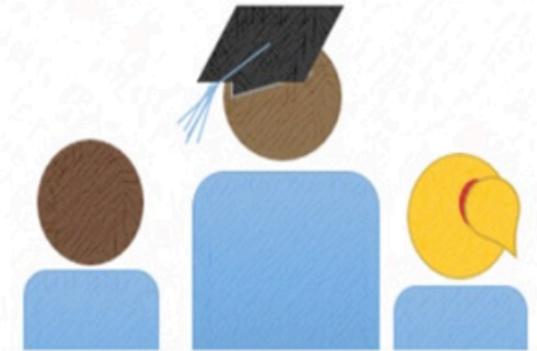


## Appendix



# ACSIP Statewide Field Test

*Supporting Arkansas Schools for Arkansas's Future*



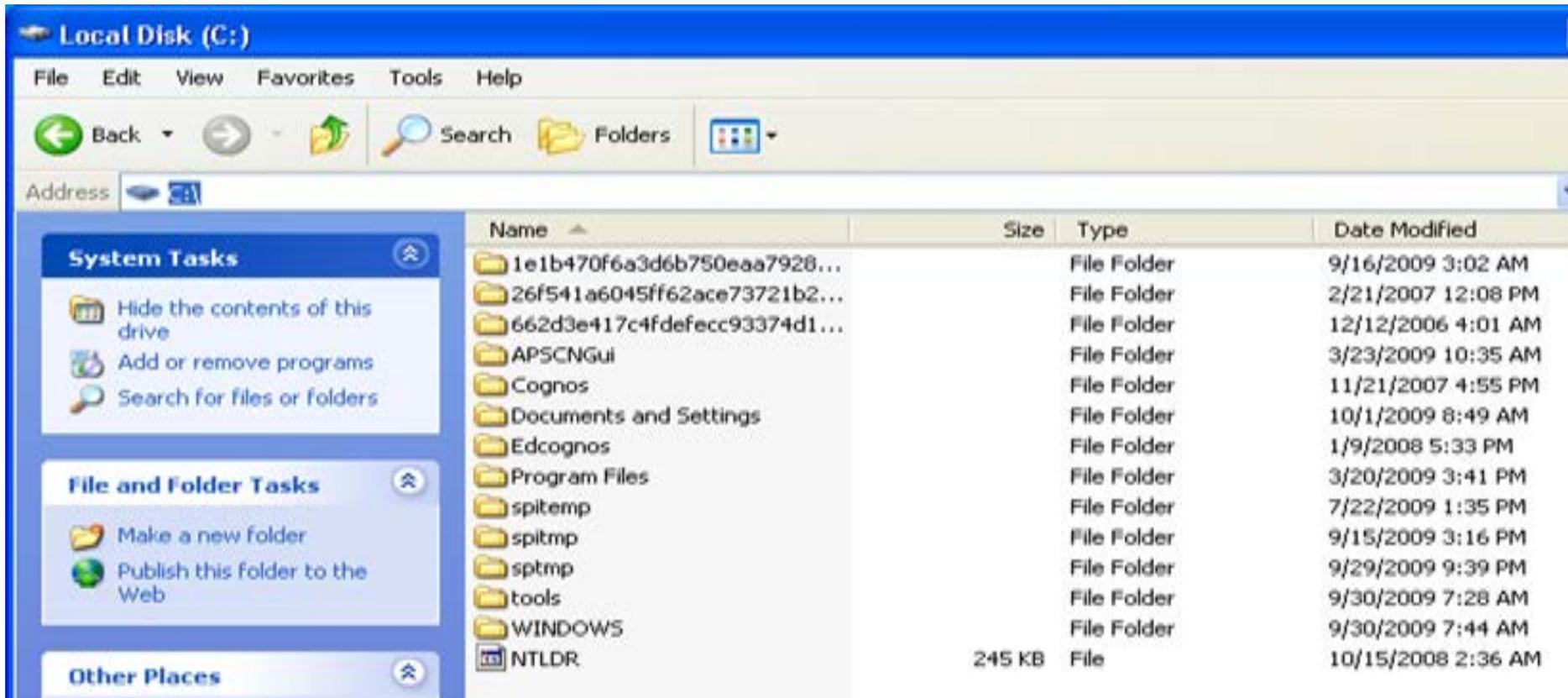
**SPTMP-SPITMP AND SPITEMP  
Folders needed to open Excel**

The following files need to be on your computer before you can save a file to PDF or upload/download from software (APSCN) to excel; view file in excel format from Cognos

spitemp

spitmp

sptmp



If you do not have the folders you will need to add them to your computer.

Click on 'Window's Start Button 'icon in the left corner of menu bar at bottom of screen.

Click on 'Computer'

Double Click on 'C' Drive.

Click on 'Make a new folder.' (other versions of Windows may have a different name such as 'New Folder' .

The following screen will display.

Click on the words **New Folder**,

**Type in the above referenced folder names in three new folders.**

**Repeat this process for each folder needed to add:**

**spitemp**

**spitmp**

**sptmp**

