

Title I Schoolwide Planning
**Comprehensive
Needs Assessment**

Wednesday, October 24, 2012

Objectives for Today

- Review the steps for conducting a comprehensive needs assessment.
- Review some resources to use in conducting a comprehensive needs assessment for schoolwide planning.
- Introduce the first steps for using the WISE Tool for writing and managing your schoolwide plan.

Schoolwide Planning Team

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Review

- A schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program of a Title I school.
- The emphasis of a schoolwide program is on serving all students, improving all structures and combining all resources, to achieve a common goal – Improving Student Learning.

Review

- A schoolwide program is made up of three core elements:
 1. Comprehensive needs assessment
 2. Written schoolwide plan
 3. Annual review and plan update
- A schoolwide plan must address ten program components.



Comprehensive Needs Assessment

Comprehensive Needs Assessment

A comprehensive needs assessment is an organized process for identifying, gathering, synthesizing and analyzing information into data that can be used to make informed decisions.

Five Step Process

Step 1: Establish a planning team

Step 2: Discuss vision for reform

Step 3: Create school profile

Step 4: Identify and collect data

Step 5: Analyze Data and determine strengths, gaps and areas of critical need



Establish Schoolwide Planning Team

Step 1

Core Planning Team

- Gathers information
- Analyzes data
- Makes recommendations
- IS NOT a policy making committee
- Responsible for
 - Conducting comprehensive needs assessment
 - Writing and monitoring Schoolwide Plan
 - Conducting Annual Program Review

Core Planning Team

- No set number of members
- Every stakeholder should be represented
- Sufficiently diverse to represent the demographics of the school and community

Planning Team Expertise

- Group process facilitator
- Data and assessment specialist
- Technology specialist
- Curriculum specialist
- Student advocate representative
- Community Resource Representative
- Technical Assistance Provider
- ALL should be knowledgeable about Title I Programs

Planning Team Members

- Principal
- Teachers
- Support Staff
- Parents
- Community Representatives
- Program Administrators
- Student Service Personnel
- Technical Assistance Providers
- Secondary School Students
- Minority Groups

Planning Team's First Jobs

- Clarify mission of committee
- Develop a timeline for completing tasks
- Develop a structure for collecting and analyzing data
- Establish a means of communicating with all stakeholders
- Develop a schoolwide program vision for your school
- Review your school's (site) mission and vision statements



Discuss Vision for Reform

Step 2

Clarifying Your Vision for Reform

- Your vision is your GPS system.
- It gives direction to the decision making process in your school
- Vision answers the question “what”.
- Vision in a schoolwide school is **SHARED and UNDERSTOOD** by students, parents, teachers and staff.



Create Your School Profile

Step 3

What Is a School Profile?

- A data based snapshot that describes the current status of your school.
- Provides a structure for on-going, data-driven decision making.
- Provides baseline information for measuring progress and accountability.

School Profile Includes...

- Student Achievement data
- Curriculum and Instruction data
- Professional Development data
- Family and Community Involvement information
- School context and Organization information



Identify and Collect Data

Step 4

What Data Do We Collect?

- Quantitative Data (Existing Sources)
 - Oklahoma State Testing Data
 - District Benchmark Testing Data
 - Teacher Testing Data
 - Enrollment and Demographic Data
 - Student Attendance Data
 - Transportation Data
 - Dropout Data
 - Graduation Data

What Data Do We Collect?

- Quantitative Data (Existing Sources)
 - Highly Qualified Teacher Data
 - Teacher Attendance Data
 - Teacher Professional Development Data
 - Teacher Extra Duty Data

What Data Do We Collect?

- Qualitative Data (New Sources)
 - Parent Perception Surveys
 - Student Perception Surveys
 - Teacher Perception Surveys
 - Interviews
 - Focus Groups
 - Observations

Managing Data

- Who will collect the data?
- What will be the format of the data?
- How will the data be filed and accessed?
- How will the data be reported?
- Who will have access to the data?
- What will be your technology needs?



Analyze Data

Step 5

Analysis of Data

- Give voice to numbers and perceptions.
- **Celebrate Successes!**
- Identify gaps, needs and wishes.
- Make inferences – “Why”.
- Identify priorities and easy gains.

Analysis of Data

- Disaggregate data
 - Gender, ethnicity, special interest
- Triangulate when possible
- Three years of data when possible
- Create charts and graphs
- Look for patterns, themes and anomalies
- Include **Oklahoma Testing Data**

Resources

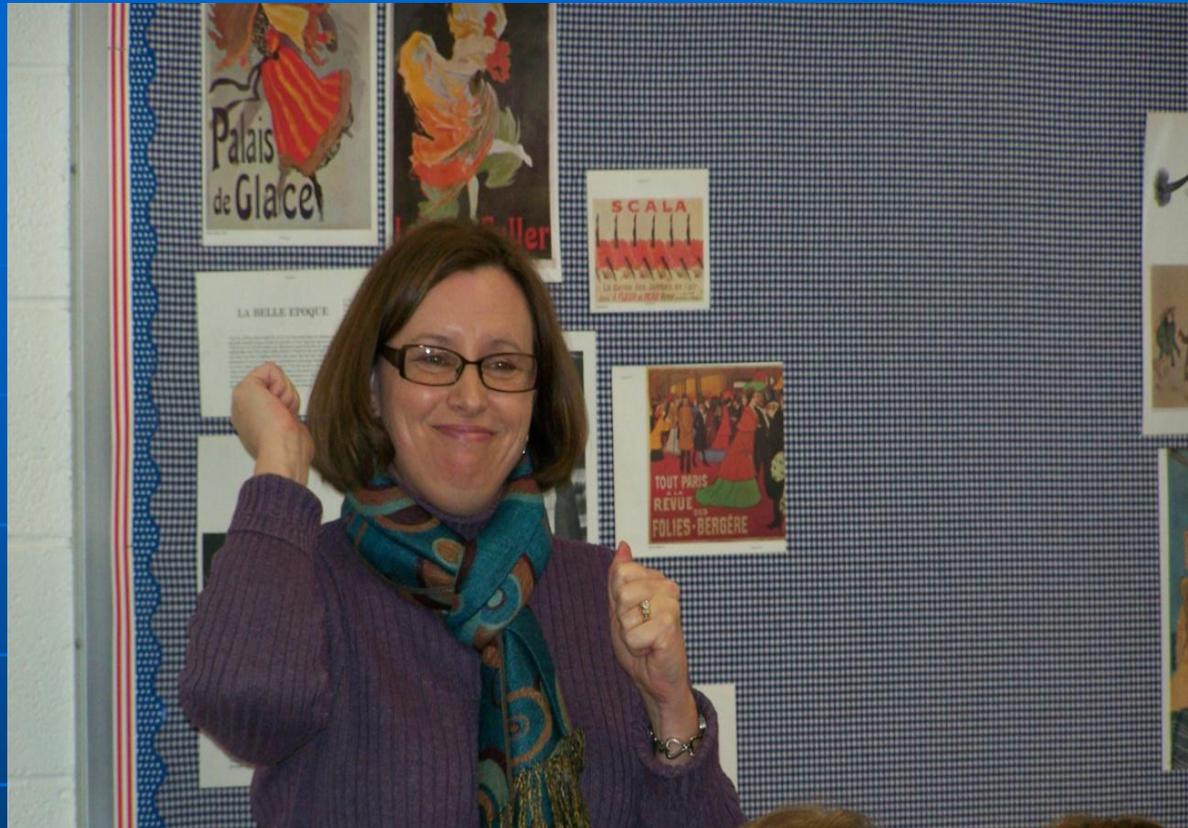
What Works in Oklahoma Schools
Surveys

Oklahoma's Nine Essential Elements

<http://ok.gov/sde/school-improvement>

School Climate Surveys

(April , 2012 - Accountability Office)



Tasks Completed
Next Steps



Ways to Improve School Effectiveness (WISE)

WISE Tool

- You will use the WISE Tool to create your 2013-2014 Schoolwide Plan
- Oklahoma Test Account
<http://www.centerii.org/SchoolRestructuring/login.aspx>
 - Log-in – ok
 - Password - ok

WISE Tool Account

- Each school site will need its own account
- Each district will need a linked account
- To request an account, send an E-mail to Corina Ene - Corina.Ene@sde.ok.gov
- Help! Do not call Indistar. Send E-mail to Iva Owens – Iva.Owens@sde.ok.gov

Welcome

Please enter your Login and Password below

LOGIN



Contact Us



Center Community Network

Indistar
Lighting our path to stellar learning™

What is Indistar®?

Indistar: Making It Work For You

Indicators in **ACTION**™

Star Hitchers, LLC
Always Reaching Higher™



Oak Park Elementary School
Bartlesville Public Schools



Guest Login - Password / [guestOK1355 - o](#)

- Home
- Forms to Complete
- Required Reports
- Docs & Links

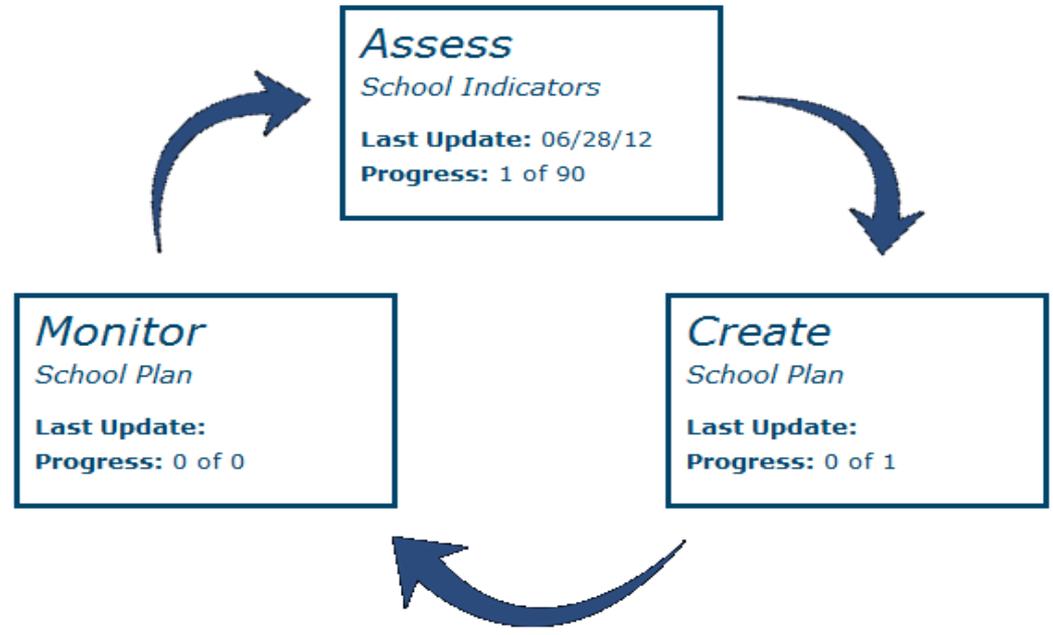
Messages	My Online Tool(s)	Description	
	Ways to Improve School Effectiveness (WISE) - School Indicators	Required indicators for schools developing a school plan or a Title I school plan.	Review Prog
	Family Engagement Indicators	Optional - Schools may use these indicators in coordination with the Family Engagement Tool.	Review Prog

Filing Cabinet

- Limited to 3 documents
- Step I Click *Download Instructions tab* and print
- Documents to up-load:
 - Intent to Establish Form
 - Schoolwide Program Assurances

[Edit School Information](#)

 **New Look for Indistar**
Click here to see what's new...




Coaching Comments


Where Are We Now?


Help


School Team 0


Demographics


Assessment





Oklahoma School Registration

[School Process Main](#)

Oak Park Elementary School
Complete the following School Registration Information.



School Information

 Registered - 06/01/2010School Name: Address: City: State: Zip: Phone: Fax: Website:

School Principal

 Dr. Mr. Ms. Mrs.First name: Last name: Phone: Fax: Email: **School Process Manager** *(if other than the School Principal)**The Process Manager is responsible for overseeing the process at the School Level.*

Technical Assistance Provider

If you have chosen the Oklahoma Schoolwide Planning Team as your Schoolwide Program technical assistance provider, contact information for your primary consultants will appear on the “School Main” page of the WISE Tool.

Oklahoma Ways to Improve School Effectiveness (WISE)
Main Menu

Resources & Reports

Plan Your Meeting

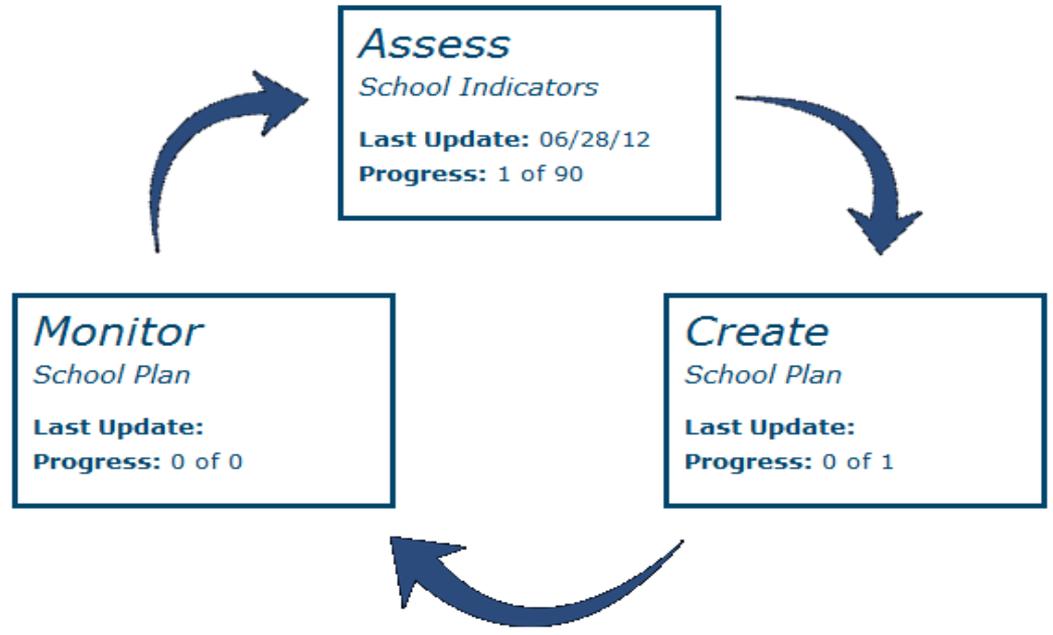
Oak Park Elementary School School Leadership Team CI
Bartlesville Public Schools, OK

Edit School Information

Principal
Mr. Ken Copeland - x

Process Manager
-

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Where Are We Now?

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Demographics

Assessment

Two empty boxes, each containing a blue person icon, circled in red.

Oklahoma Ways to Improve School Effectiveness (WISE)
Main Menu

Resources & Reports

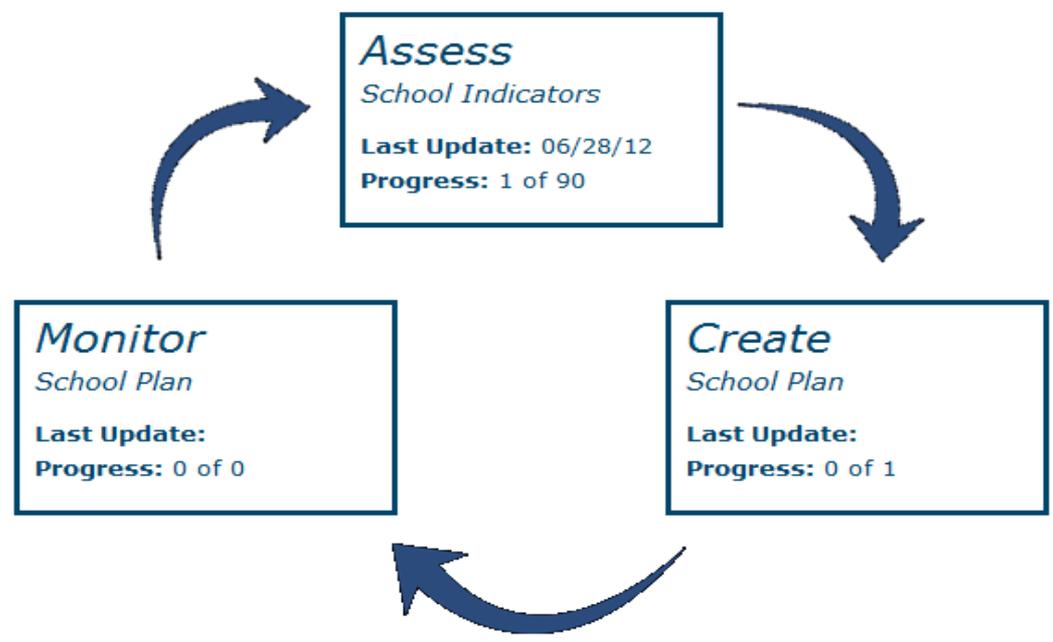
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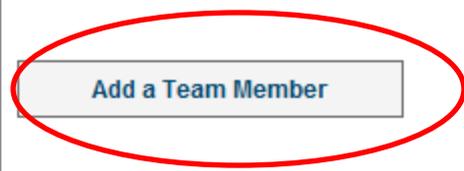


Oak Park Elementary School Oklahoma

School Process M

School Team

Here you will enter information pertaining to the members of your School Improvement team. This team should include your principal, the process manager (if other than the principal), and others you choose to include from the school or community.



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Oak Park Elementary School Oklahoma

School Process M

School Team

Here you will enter information pertaining to the members of your School Improvement team. This team should include your principal, the process manager (if other than the principal), and others you choose to include from the school or community.

Add a New Team Member

To add a new team member, please fill out the fields in the following form.

First Name:	<input type="text" value="Kenneth"/>
Last Name:	<input type="text" value="Copeland"/>
Association:	<input type="text" value="Principal"/>
Phone:	<input type="text" value="918-336-4655"/>
Email:	<input type="text" value="CopelandK@bartlesville.ki12.ok.us"/>

Add this Team Member

Cancel & Close Form

Indistar
Lighting our path to stellar learning

Oak Park Elementary School Oklahoma

School Team

[School Process Manager](#)

Here you will enter information pertaining to the members of your School Improvement team. This team should include your principal, the process manager (if other than the principal), and others you choose to include from the school or community.

[Add a Team Member](#)

Team Member	Association	Phone	Email
Jo Ellen Archer	Title I Teacher	918-336-4655	ArcherJE@bartlesville.k12.ok.us
Kenneth Copeland	Principal	918-336-4655	CopelandK@bartlesville.ki12.ok.us
Linda Evans	WISE Tool Manager	918-336-4655	EvansL@bartlesville.k12.ok.us
Toby Martin (12/102012)	Parent	918-335-2931	Toby.A.Martin@p66.com

Oklahoma Ways to Improve School Effectiveness (WISE)
Main Menu

Resources & Reports

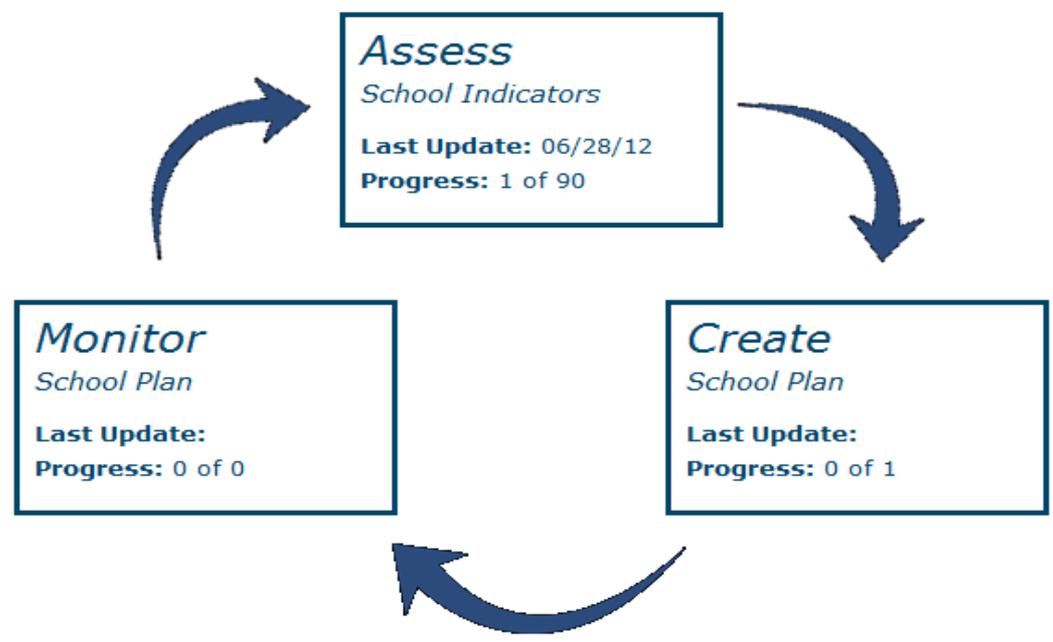
Plan Your Meeting

Oak Park Elementary School School Leadership Team CI
Bartlesville Public Schools, OK

Edit School Information

Principal
Mr. Ken Copeland - x
Process Manager

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School Team **Demographics** Assessment

Two empty user profile boxes, each containing a blue person icon.

Percentage of Students by Ethnicity

Please make sure the percentages equal 100%. Round each percent to the nearest percentile, i.e. 26.8 = 27. (numbers only)

% Hispanic/ Latino of any race

% American Indian or Alaskan Native

% Asian

% Black or African American

% Native Hawaiian or Other Pacific Islander

% White

% Two or more races

Other Student Demographics (numbers only)

% Percent of Students Qualifying for Free or Reduced Lunch

% Percent of Students Receiving Special Education (IEP students)

% School Attendance Percentage

% School Mobility Percentage

% Percent of Students that are Limited English Proficient (LEP)

School Personnel (numbers only)

Indicate the number of staff at your school in each of the following categories:

-Include only personnel who are at least half-time in building

-Include each person only once

Classroom Teachers

Special Education Teachers

Specials (Art, Music, PE, etc.)

Assistant Principal

Social Worker

Technology Specialists

Dean

Family / Parent Liaison

Reading Specialists

Teacher Aides

Counselor

Support Staff

(If Other, add name here)

School Grade Levels and Enrollment

What grade levels are in your school (e.g. K-8)?

What is your total enrollment?

Oklahoma Ways to Improve School Effectiveness (WISE)
Main Menu

Resources & Reports

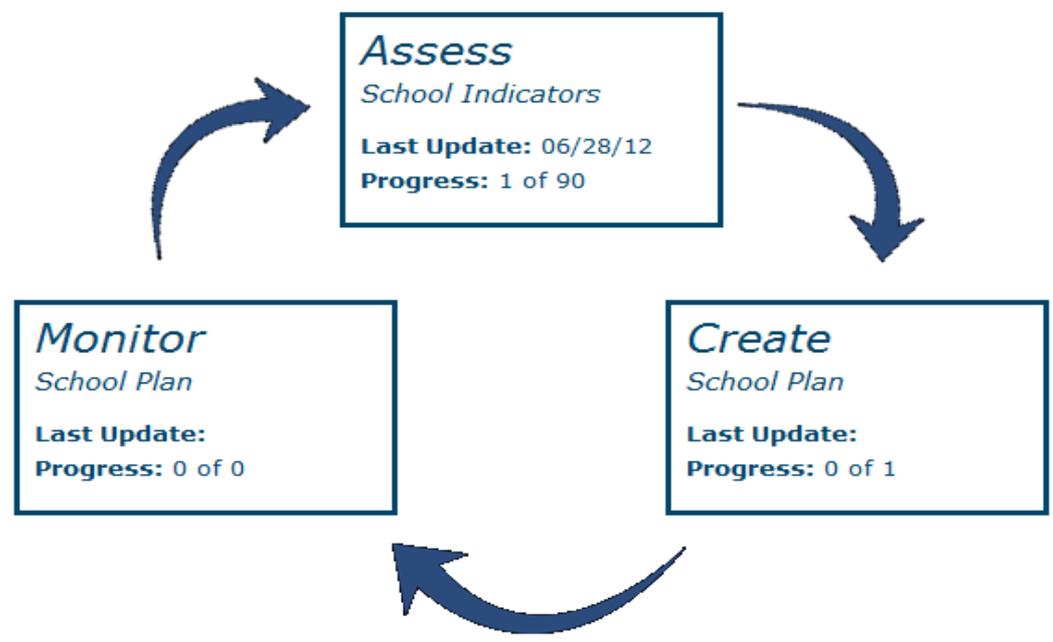
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Oklahoma

School Assessment Scores

[School Process Main](#)

Oak Park Elementary School



Help

There are 3 steps to this process.

Step 1: Enter the name of the test and school year.

Step 2: Enter the subjects included in the test.

Step 3: Select the test for the appropriate school year and enter results.

Note: To enter test results for subsequent school years return to Step 1.

Required - State Standards Assessment Scores

Please enter the percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state. Round each percent to the nearest percentile, i.e. 26.8 = 27.

Optional - You may enter other tests; if so describe the meaning of the numbers entered.

Step 1. Enter a Test

Select a test below to enter or view results.	School Year		Date Added	Delete
OCCT Third Grade Reading	2011-2012	no results have been entered for this test	10/19/2012	Delete

Step 1: Add the Test

Step 1. Enter a Test

Step 1. Enter the name of the test, the school year, and describe the meaning of the score values entered.

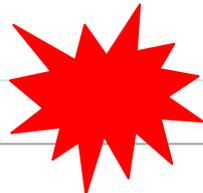
1. a Choose a test or enter a test name: or enter a new test name here

1. b Select the school year of test:

1. c Check if this is a State Standards Assessment Test



1. d Describe the meaning of the score values entered.



1. e

Step 2 Enter Subjects

Step 1. Enter a Test

Step 2. Enter the subjects included in this test.

Benchmark Test - First 9 Weeks 2012-2013

2. a Add subjects included in this test: Social Studies

2. b Add Subject to Test

Subject

Reading

Mathematics

Date Added

10/20/2012

10/20/2012

2. c Test is Complete

Cancel

Done

Internet | Protected Mode: On



100%

Step 3: Add Test Results

Step 3. Enter test results.
OCCT Third Grade Reading - 2011-2012

The percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state. Round each percent to the nearest percentile, i.e. 26.8 = 27.

3. a Click "add results" for each subject and enter test results. Click "save" when you are done.

Subject	PreK	K	1	2	3	4	5	6	7	8	9	10	11	12	Delete
Add results	0	0	0	0	0	0	0	0	0	0	0	0	0	0	Delete

3. b

Oklahoma Ways to Improve School Effectiveness (WISE)
Main Menu

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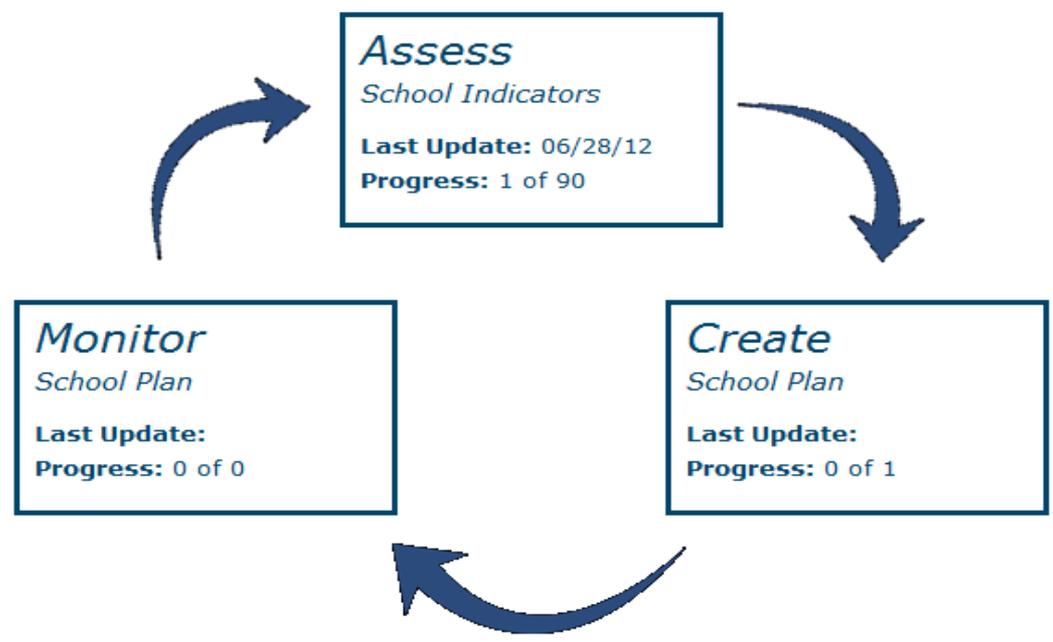
Plan Your Meeting

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Bartlesville Public Schools, OK

Edit School Information

Principal
Mr. Ken Copeland - x
Process Manager

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Where Are We Now?

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Assessment

[User Profile Icon]

[User Profile Icon]

Meeting Documentation

- Documentation evidence:
 - Agenda
 - Sign-In Sheet
 - Evaluation Forms
 - Meeting Notes
 - Photographs or Video (if applicable)
- Use *Plan Your Meeting* to document meetings

Meetings to Document

- Site Title I Committee meeting recommending schoolwide program
- Site meeting with staff to secure support for schoolwide program
- School wide informational meeting with parents
- All core planning team meetings
- All Title I program planning meetings



Things to Do Next

Next Steps

Things To Do Next

- Write your vision for your schoolwide school.
- Set parameters for your needs assessment.
- Began collecting, organizing and analyzing data.
- Review the 9 Essential Elements and the 90 indicators.



Resources

Title I Schoolwide Program

Resource

OSDE Website - sde.state.ok.us

<http://ok.gov/sde/title-i-part#Schoolwide>

Designing Schoolwide Programs

Non Regulatory Guidance March 2006

<http://ok.gov/sde/sites/ok.gov.sde/files/FedProg-TitleI-DesigningPrograms.pdf>

Nine Essential Elements

<http://sde.state.ok.us/Curriculum/Essential/default.html>

Videoconferences

Schoolwide Program Components and
Introduction to WISE Indicators

Wednesday, November 28, 2012

Setting Schoolwide Goals and
Creating WISE Tasks

Thursday, January 17, 2013

Completing Your Schoolwide Planning Year

Wednesday, February 20, 2013

Due Date

New Schoolwide Plans
For Implementation August 2013
Friday, May 31, 2012

Completed Plan Submitted On-line
Using the WISE Tool

Technical Assistance

Corina Ene

Program Specialist

405-522-1929

Corina.Ene@sde.ok.gov

Your Assigned Title I Program Specialist

Lois Howard

Phone: 918-335-2931

HowardL@bps-ok.org

JoAnne Graham

Phone: 580-221-3001 X132

joanne@ardmore.k12.ok.us