Submitting a Restructuring Plan using *Steps to Success*

(Rev April 2012)

Now that you've assessed current practices against the Rapid Improvement Indicators, checked your work ("gut check"); clustered your priority indicators and crafted goal statements for each cluster, you're wondering what to do with all this "stuff." How does this get put together into a "restructuring plan"?

This document will describe the components of the restructuring plan using the *Steps to Success* system and the recommended sequence for putting the pieces together in preparation for submission on **May 15, 2012**.

The guidance in this document follows the procedures in the *NH Restructuring Plan Instructions and Forms 2012* (http://www.education.nh.gov/instruction/integrated/stepstosuccess.htm) There you will also find a link to a recorded webinar conducted in April 2012.

Preceding actions: As recommended in the document, *From Assess to Plan*, you should have completed these activities with your team/ staff:

- Check your work – review the priority list of indicators and determine if the rankings identify the CORE issues that present obstacles to student success – the instructional practices and organizations structures that, if changed, reinforced, or employed consistently, would lead to improved student learning.
- Cluster your indicators – in recognition of the fact that *you can't do it all*, cluster the indicators to identify common themes; within each cluster, select the "main idea" indicators (objectives) and the "supporting details" indicators (objectives).
- Draft goal statements – for each cluster, write a goal statement that tells what improvements in student achievement will result when (*not "if" but "when")* the objectives in the cluster are fully implemented.
- Draft action plans for each "main idea" objective in each cluster – this is Step 5 of *Steps to Success*, described in the "Creating an Action Plan" guidance on the Steps page of the NH DOE website.

NOW it's time to pull these pieces together into a coherent plan for restructuring your school, a plan that reflects the key phrases in the definition of "restructuring," namely

fundamental reforms that offer ***substantial promise*** of improving student achievement.

Components of the Restructuring Plan: (see *Instructions and Forms* document)

Cover Page: contact information for school and district

MOU: commitments signed by the Superintendent assuring the LEA will comply with federal requirements

Parent Notification Narrative: brief descriptions of the participation of parents in plan development

Restructuring Narrative: two page summary of the key aspects of plan development

Goals, Objectives: goal statements and list of objectives linked to each goal (exported from *Steps to Success* DASHBOARD)

Objectives Action Plans: Indicator Checklist Report for each priority objective included in the school's restructuring plan (*Steps to Success* **School Main Page**/ **Resources** and **Reports**/ **Reports**/ *Indicator Checklist Report*/ EXPORT and SAVE AS a *.doc(word) document)

Restructuring Plan Cover Page, MOU, Parent Narrative, Restructuring Plan Narrative

WHAT? Narrative answers to key questions describing

(a) the reasons for your identification

(b) the restructuring option you have selected (of the five federal options; see [URL]

(c) the rationale for choosing that restructuring option (i.e., How does it represent "fundamental reforms"? How does this option offer "substantial promise" that student achievement will improve?

(d) your improvement planning history and outcomes, particularly the actions you implemented as part of your "corrective action" plan (SINI 3), what results were achieved (include the evidence to support your conclusions about "results")

WHERE? http://www.education.nh.gov/instruction/integrated/stepstosuccess.htm

HOW?

1. Download the *Instructions and Forms* document
2. Complete the **Cover Page**. SAVE as a word document
3. Select and Print the **MOU** pages; obtain Superintendent signature; scan and SAVE.
4. Complete the **Title I Parent Notification Narrative**; SAVE as a word document. Attach to the Cover Page document.
5. Respond to each of the **Restructuring Plan Narrative** questions; SAVE as a word document. Attach to the Cover Page and Parent Narrative pages.

Think About This: when you save a file, either PDF or WORD, use a filename format that clearly identifies the document:
DateSaved SchoolName Restructuring
e.g., 12.04.20 MtAdams Restructuring

RESTRUCTURING PLAN GOALS and OBJECTIVES

WHAT?

List of each of the Restructuring Plan GOALS (developed to reflect clusters of indicators) and their associated OBJECTIVES (indicators) and selected STRATEGIES from a defined list of options.

WHERE?

Log On to *Steps to Success* –
On the DASHBOARD, locate ***NH SINI Goals and Objectives*** in the **FORMS TO COMPLETE** section

HOW?

Open the ***NH SINI Goals and Objectives*** form

Type in the first GOAL statement you created.
From the DROPDOWN box below the text box, select the primary objectives (indicators) linked with this goal

Select ADD A GOAL
Fill in the second GOAL statement you created.
From the DROPDOWN box, select the primary objects linked with this goal.

Think About This: The system will allow you to create as many goals as you wish, but it is unlikely you and your staff have the time and resources to fully implement more than two or three major restructuring goals. Your plan should be realistic and do-able as well as enacting a fundamental change.

Use the controls in your browser menu or those that appear at the bottom of the screen and Save the File to your computer.

Think About This: when you save the file, use a filename format that clearly identifies the document:
DateSaved SchoolName Restr GOALS
e.g., 12.04.20 MtAdams Restr GOALS

ALTERNATIVE

Since the DASHBOARD form is created in PDF format, it is difficult to connect/ stitch together with WORD documents. You can convert from PDF to WORD if you have access to the appropriate Adobe tools. Or, you can SELECT ALL (CtrlA), Copy (CtrlC) and Paste (CtrlV) the content of the pdf document into a new Word document. You'll have to fix some page breaks and other formatting marks but you'll find a Word version easier to edit and insert into the plan packet.

HINT

PRINT a copy of the ***NH SINI Goals and Objectives*** form with the listed objectives to use when you prepare the next form, the *Indicator Checklist Report.*

RESTRUCTURING ACTION PLANS

WHAT?

A detailed report of the completed **STEP 4 Assess** and **STEP 5 Plan** for the primary objectives you choose to include in your plan.

WHERE?

1. Log On to *Steps to Success* –
2. At the **DASHBOARD**, Select "Support for School Improvement: Steps to Success"
3. Select ***Continue*** at the bottom of the Welcome page
4. On the **SCHOOL MAIN** page, go to the upper right, RESOURCES and REPORTS
5. Select **REPORTS**
6. Scroll down and click on ***Indicator Checklist Report***

HOW?

1. On the ***Indicator Checklist Report***

(*Note: you will create a separate REPORT for each GOAL you propose*)
CHECK ☑ *each* of the OBJECTIVES aligned with your first GOAL.
Select REPORT

At the top of the report screen, select EXPORT
EXPORT this REPORT in WORD format
SAVE this REPORT in your electronic files.

Think About This: when you save the file, either PDF or WORD, use this filename format: DateSaved SchoolName GOAL 1 PLAN
e.g., 03.20.11 MtAdams GOAL 1 PLAN
EXIT out of this REPORT screen.

2. RETURN to the SCHOOL REPORTS screen. Again, SELECT INDICATORS CHECKLIST REPORT.

CHECK ☑ the OBJECTIVES for your SECOND GOAL.
Select REPORT
EXPORT this report;
SAVE this REPORT (datesaved SchoolName GOAL 2 PLAN)

3. REPEAT the procedure for GOAL 3. (Remember to use a new FILENAME for each REPORT.)

IMPORTANT: The INDICATORS CHECKLIST REPORT is not saved in the system. You MUST save your own copy. You can recreate it whenever you wish.

HINT

Recognize that ***you can change*** any part of the report and REDO the INDICATORS CHECKLIST REPORT any time up to submission. The report you SAVE captures the DATE you saved it but you can delete and "do over" at any time before you submit – or after feedback from the DOE.

PUTTING THE PIECES TOGETHER

WHAT?	Connect all the Restructuring Plan components into a single electronic file.
WHERE?	In your computer files, you should have completed and SAVED as *.doc files the Cover Page Parent Narrative Restructuring Process Narrative Restructuring Action Plan for Each goal
HOW?	1. Open the Cover Page document 2. Open the Parent Narrative document Select the full parent narrative document (CTRL A) Copy the full narrative (CTRL C) Move your cursor to the end of the Cover Page document. Paste the parent narrative to the Cover Page document (CTRL V) 3. Open the Restructuring Process Narrative document Select the full restructuring process narrative document (CTRL A) Copy the full narrative (CTRL C) Move your cursor to the end of the host document (joined cover page and Parent Narrative). Paste the restructuring process narrative to the host document (CTRL V) 4. Open the [SchlName] Goal and Objectives document Select the Goal I Action Plan document (CTRL A) Copy the goals and objectives content (CTRL C) Move your cursor to the end of the host document (joined cover page, parent narrative, restructuring process narrative). Paste the Goals and Objectives content to the host document (CTRL V) 5. Open the [SchlName] Goal 1 Action Plan document Select the Goal I Action Plan document (CTRL A) Copy the Action Plan content (CTRL C) Move your cursor to the end of the host document (joined cover page, parent narrative, process narrative, Goals and Objectives). Paste Goal 1 Action Plan to the host document (CTRL V) 6. Repeat as needed to paste each Goal Action Plan to the full host document
SAVE	SAVE this master document using a clear filename: [Date] [SchlName] Restructuring Plan. For example,: *12.05.15 Mt Adams Restructuring Plan*
SUBMIT	Submit your plan electronically to Kristine Braman, Title I Office NH Department of Education 101 Pleasant Street Concord, NH 03301 **kristine.braman@doe.nh.gov**