

This meeting is being recorded

Quarterly Progress Monitoring

Alaska Department of Education and Early Development
Brittnay Bailey, School Improvement Program Administrator
Christy Roe, School Improvement Specialist

September 17, 2024



Mission, Vision, and Purpose

Mission

An excellent education for every student every day.

Vision

All students will succeed in their education and work, shape worthwhile and satisfying lives for themselves, exemplify the best values of society, and be effective in improving the character and quality of the world about them.

- Alaska Statute 14.03.015

Purpose

DEED exists to provide **information, resources, and leadership** to support an excellent education for every student every day.

Agenda

Progress Monitoring

- Purpose
- Timeline Recommendations
- Form
- Form Submission

Q&A



Progress Monitoring Timeline

- What will you be looking at?
 - Both **implementation** (completion of actions and milestones) and **results** (impact of strategies and progress towards goals) data are collected and reviewed.
- Why?
 - to ensure the plan stays on track and avoid the implementation dip
 - to ensure the engagement of staff and community in the plan

Progress Monitoring Timeline

- As noted in the Empowerment Playbook, site teams should meet at least monthly to discuss progress, note successes and challenges, identify needed supports, and adjust course as necessary.
- School and Community Leadership Team should meet **quarterly** to discuss progress and supports to ensure the plan stays on track.

Progress Monitoring Due Dates

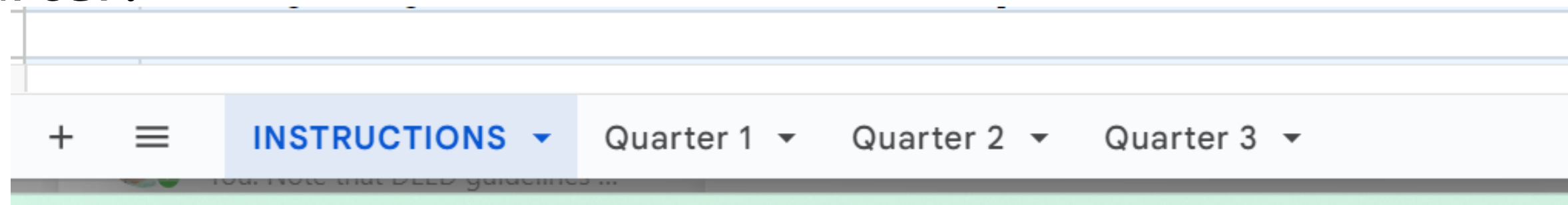
- Completed Quarterly Progress Monitoring Reports are due to DEED on these dates:
 - Quarter 1- September 30, 2024 *(all designated schools except new ATSI)*
 - Quarter 2- December 31, 2024 *(all designated schools)*
 - Quarter 3- March 31, 2025 *(all designated schools)*
- Note that in lieu of a Quarter 4 report, the expectation will be to conduct a review of the school improvement plan: reflect, review, and revise. This review and revisions will be due May 2025, uploaded as a related document in GMS.

Progress Monitoring Form

This form is housed in google and shared out to schools by the Empowerment Specialist/ DEED Point of Contact for School Improvement for each school.

Forms were shared on or before September 11, 2024. If you have not received your school/districts form, please reach out to christy.roe@alaska.gov.

Note that the form has 4 tabs on the bottom, one for instructions and one for each quarter.



Progress Monitoring Form

Instructions for Quarterly Reports

Quarterly Report Instructions

Step 0 Rename document title to [School Name]_Quarterly Reports. Each school has its own report.

Step 1 In Quarter 1, enter School Name and then select Designation from the drop down. These will be automatically updated in Quarter 2 and 3 tabs.

Step 2 Fill in meeting participants and their roles. **If participant fits into several roles**, choose the one that best fits their role at that time (ie, a staff member can also take the role of a community member if they come to the meeting with that lens/perspective.)

Step 3 Identify Meeting Roles: follow previously established School and Community Leadership team meeting norms.

Step 4 Milestones and Actions: Record planned actions from the school improvement plan as well as outcomes, updates, or revisions to those actions

Step 5 Data Collection and Review: The facilitator will pre-fill available data before the Quarterly Progress Monitoring meeting. The SCLT will review and discuss the implications of the data.

Step 6 Purchases: These should be items that have BEEN purchased and are now reimbursable, not planned or encumbered purchases. The goal is to keep track of funding and identify unspent funds early to minimize how much gets returned to the state at the end of the fiscal year.

Please Note: The cells containing formulas have been protected, and are shaded either yellow or green. Please do not overwrite these formulas.

Step 7 Enter amount SPENT this quarter. Amount of 1003a funding left is calculated from Designation formula - Total Spent.

*Only use the negative sign (-) when revising your budget and receiving money back into this grant, ie, using another funding source for the identified purchase in the next quarter. Rare but possible

Step 8 Successes: Answer the corresponding questions. Feel free to add rows for additional discussion and celebration

Step 9 Adjustments to be made: Record adjustments here. Remember that goals remain the same, action steps and milestones can be altered with SCLT approval.

Step 10 Communication: establish how this report will be communicated with stakeholders and briefly record any communications sent to stakeholders this quarter.

Step 11 Submission: This document is housed in a shared folder and will be automatically updated as you make edits. To officially submit your report, please email your SI Contact and CC your district liaison that the Quarter __ Progress Monitoring Report is completed and ready for review

Submission deadlines for each quarter are outlined below:

Submission Timeline:

Quarter 1	Sept 30
Quarter 2	Dec 31
Quarter 3	March 31

Preparing for Progress Monitoring

- Data sections to be filled out BEFORE the Quarterly Progress Monitoring Meeting
 - The facilitator (most likely the principal), will fill out relevant data sections **before** the meeting. These sections are:
 - Actions in Plan for the Quarter
 - Data Collected during this quarter
 - Purchases and Funds section
- If your district has a certified facilitator, they may be able to help compile/analyze assessment data. Consider inviting them to the Progress Monitoring Meeting

Progress Monitoring Form

DUE SEPTEMBER 30																													
1st Quarter Report																													
School Name:																													
Designation:	Select from Dropdown																												
Date:																													
Attendance																													
Name	Role	Milestones and Actions																											
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1. Facilitator:		<table border="1"> <thead> <tr> <th>Data Collected during this quarter</th> <th>Notes on data</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Data Collected during this quarter	Notes on data																									
Data Collected during this quarter	Notes on data																												
2. Notetaker:																													
3. Timekeeper:																													
4. Process Observer:																													
Purchases																													
Item	Cost																												
Total SPENT this Quarter	\$0.00																												
Amount of funding left in 1003a grant:	#N/A																												



Progress Monitoring Form

Successes	
1. What are our successes?	
2. Based on our data, are our interventions working?	
3. What new interventions could we try for the next period?	
4. Are individual interventions needed?	

Adjustments to be made at this time	
1.	
2.	
3.	

Communication	
Plan to communicate and share any successes or adjustments in plan:	
Do we need more definition on what this should entail?	

Form Submission- District Level

- Schools will complete their Quarterly Progress Monitoring Report in the **google document** shared to them by their Empowerment Specialist/ DEED Point of Contact for School Improvement.
- Quarterly Reports are *no longer* turned in through GMS.
- Schools will notify their District Liaison of the completion of the form, when all designated schools in the district have completed their monitoring reports, the District Liaison will email the Empowerment Specialist/DEED School Improvement Point of Contact.

Empowerment Specialist/DEED Point of Contact

Point of Contact	Christy Roe	Evan Hummel	Kevin Dennis	Tina Peyerk	Kristie Parsons
Email	christy.roe@alaska.gov	evan.hummel@alaska.gov	kevin.dennis2@alaska.gov	tina.peyerk@alaska.gov	kristie.parsons@alaska.gov
Districts:	<ul style="list-style-type: none"> ● Annette Island ● Ketchikan ● Nenana ● Pribilof ● Skagway 	<ul style="list-style-type: none"> ● Anchorage ● Bering Strait ● Bristol Bay Borough ● Chugach ● Craig City ● Denali Borough ● Nome ● Southwest Region 	<ul style="list-style-type: none"> ● Delta-Greely ● Fairbanks ● Kashunamiut ● Kenai Peninsula Borough ● Lower Kuskokwim ● NW Artic ● Yukon-Koyukuk 	<ul style="list-style-type: none"> ● Copper River ● Hydaburg ● Iditarod ● Juneau ● Kuspuk ● Lower Yukon ● Sitka ● Southeast Island 	<ul style="list-style-type: none"> ● Alaska Gateway ● Galena ● Kodiak ● Mat-Su ● North Slope ● Yukon Flats ● Yupiit

Questions?



Upcoming Dates and Events:

- **September 30, 2024 Newly Designated ATSI required documents due**
- **October 2nd, 2024 at 10am: Universal Grant Guidance Updates (Zoom)**
- **October 2nd, 2024 at 3:00 pm School Improvement Virtual Fall Convening**
- **October 31, 2024 FY 25 Quarter 1 Reimbursement Requests due**
- **January 2025 Mid-Year Check in (*Dates to be determined)**

Contact Information

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(907) 269-6754

Christy Roe

School Improvement Specialist

christy.roe@alaska.gov

(907) 269-6767

Stay Connected



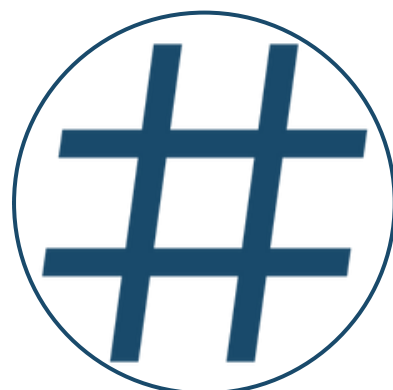
Website

- education.alaska.gov



Phone

- Main Line: (907) 465-2800
- Teacher Certification: (907) 465-2831



Social Media

- @AlaskaDEED @AlaskaDEED on Twitter, Facebook, Instagram, Flickr, and Vimeo



Slides and Recording will be available on the [SRS webinars](#) page in the next few days