

SIP Mid-Year 8SPPS Facilitator Tool

Mid-Year – An 8-Step Planning and Problem Solving Reflection

Total Time: 1 hour, 45 minutes

*Note: Times are suggested guidelines. Some modifications to the steps in the process were made for the purpose of attaining the desired outcomes for this activity. The portions of the 8SPPS that are used will vary from group to group, depending in the needs and direction of the conversation. Facilitator should ensure that regardless of which part of the process the group reaches, ***they ensure that enough time remains to conduct a debrief.***

Time	Protocol Steps
10 min	<p>Introduce protocol, identify roles and review norms</p> <ul style="list-style-type: none"> ▪ Facilitator introduces self, describes the protocol, and sets norms for collaboration; ▪ Facilitator will help teams set their own norms when meeting as the SIP Monitoring Team (if not already established); ▪ Facilitator will identify roles of each participant (individual’s level of expertise as well as needed insight). <p>Continuous Improvement in Action</p> <ul style="list-style-type: none"> ▪ Facilitator sets the tone with School(s) Improvement Plan(s) in hand, and shares how a high functioning team will have a good chance at positively affecting student achievement outcomes through the following 3-considerations: <ul style="list-style-type: none"> ○ Alignment is critical – Curriculum, materials, instruction, professional learning, assessment, data use, policy and resource allocation must be aligned to the SIP across grade levels and within content areas. <i>“How is your plan aligned?”</i> ○ Understanding your <i>theory of action</i> is very important to effectively impact a schools improvement plan– <i>“What do you believe needs to be done, by whom, in what ways, and at what levels. More importantly, what do the stakeholders expect the results of these actions to be?”</i> ○ Communication is key – <i>“Who needs to understand the SIP and at what level of intensity? What does full “implementation” truly mean & who will be responsible for monitoring, reporting, and updating system(s), personnel, and or leadership team?”</i>

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5 min	<p>Introduction and Orientation to the SIP Mid-Year 8SPPS Toolkit</p> <ul style="list-style-type: none"> ▪ Facilitator will review the CIMS Offline Worksheet and 8 Step Graphic to re-orient participants around the 8SPPS process and how it correlates to the mid-year reflection process. ▪ The CIMS Offline Worksheet review considerations around goal, barrier, strategies, and resources. These components were introduced earlier in the year for establishing a productive Problem Solving Experience. This session stands as a gentle reminder of the 8SPPS Experience and how it correlates to the Mid-Year Reflection Process. Facilitator should base session length and depth on participant’s previous knowledge base and active conversation. 	
15 min	<p>Review of the SIP Mid-Year 8 Step Planning and Problem Solving Tool Flowchart Now that the who, what, when, & how have been established, the facilitator will begin using the SIP Mid-Year 8SPPS Tool to assist participants in productively reflect on their SIP process:</p> <ul style="list-style-type: none"> ▪ Facilitator introduces and orients participants to the 8SPPS Reflective Flowchart: <i>“Prior to delving deeper into analyzing a SIP, it is critical leaders of the SIP understand the flowchart, to support efficient reflection.”</i> ▪ Facilitators will actively collaborate with participants around the four components of the Compelling Why on the 8SPPS Flowchart: <i>“Who would like to share a specific SIP Goal that supports one or all of the following components: Strategic Goal, Action Plans, Barriers, and or Strategies?”</i> <i>“Let’s examine how this (shared) SIP Goal helps us use the 8SPPS tools for seamless reflection and specific actionable implementation.”</i> ▪ Facilitator will need to work through the flow chart (simulation style – using previously shared goal), model reflection steps, engage in impromptu questions & answers, and motivate participants to see the value in the first step the 8SPPS Mid-Year Reflection Toolkit. 	
20 min	<p>SIP Mid-Year Guiding Questions Strategic Goal Reflection Tool Orientation [2 minutes]</p> <ul style="list-style-type: none"> ▪ Facilitator orients participants to the purpose of this portion of the protocol: <i>“Before reflecting on our strategic goal, it is important to first become familiar with the provided tool.”</i> <p>Participant independent processing [3 minutes]</p> <ul style="list-style-type: none"> ▪ Participants are given 3 minutes to independently reflect on the current goal, aligning it with the Five Domain driver from the Mid-Year Reflection Guiding Questions: Strategic Goal portion of the SIP Mid-Year 8SPPS Guiding Questions tool. ▪ Guiding questions facilitator could include: Taking a look at the goal . . . <ul style="list-style-type: none"> ○ <i>Which domain(s) does your strategic goal encompass?</i> ○ <i>What are you noticing? Wondering?</i> 	<p>Monitoring Progress Toward the Goal</p> <p>Questions to continuously consider:</p> <ul style="list-style-type: none"> ▪ <i>Has the goal been achieved?</i> ▪ <i>Have barriers been eliminated or reduced?</i> ▪ <i>Were strategies implemented with fidelity?</i> ▪ <i>What are our benchmarks for success?</i>

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	<p>Participant Consensus [15 minutes]</p> <ul style="list-style-type: none"> ▪ Facilitator asks participants to share their reflections with the group. Responses may be charted to help the group reach consensus around the strength of the strategic goal. ▪ Facilitator will need to assess if sufficient calibration has occurred for there to be an agreement to stand behind the rationale for keeping or revising the current goal. <p>Reminders for the facilitator:</p> <ul style="list-style-type: none"> ▪ <i>Was the goal sufficiently aligned to three or more of the Five Domains?</i> ▪ <i>Did the group reach consensus regarding reflection on the goal?</i> ▪ <i>Does the group have established decision points for reaching satisfaction of the goal?</i> ▪ <i>As a facilitator, think about your structures to engage participants.</i> 	
20 min	<p>SIP Mid-Year Guiding Questions Tool: Barriers and Resource Allocations Orientation [2 minutes]</p> <ul style="list-style-type: none"> ▪ Facilitator orients participants to the purpose of this portion of the protocol: <i>“Before reflecting on our effectiveness of barrier and resource allocations, it is important to first become familiar with the provided tool.”</i> <p>Participant independent processing [3 minutes]</p> <ul style="list-style-type: none"> ▪ Participants are given 3 minutes to independently reflect on the barriers and resources currently in the SIP aligning thoughts from the Mid-Year Guiding Questions: Barriers and Resource Allocations section of the 8SPPS Guiding Questions tool. ▪ Guiding questions facilitator could include: Taking a look at the elimination or reduction of the barriers . . . <ul style="list-style-type: none"> ○ <i>Was a link established between the reduction in the obstacle and the overall goal?</i> ○ <i>What are you noticing? Wondering?</i> <p>Participant Consensus [15 minutes]</p> <ul style="list-style-type: none"> ▪ Facilitator asks participants to share their reflections with the group. Responses may be charted to help the group reach consensus around the relationships among previously generated barriers. This could 	

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	<p>include conversations about if the barrier still represents what it originally represented.</p> <ul style="list-style-type: none"> ▪ Facilitator will guide conversation on how group would know if the originally selected barrier is being reduced. <p>Reminders for the facilitator:</p> <ul style="list-style-type: none"> ▪ <i>Was guidance provided for the barrier reduction to encompass or reduce other barriers?</i> ▪ <i>Were identified data/criteria for implementation and outcomes reviewed?</i> ▪ <i>As a facilitator, think about structures used to build consensus and how all voices had an opportunity to be heard.</i> 	
20 min	<p>SIP Mid-Year Guiding Questions Tool: Strategies and Action Steps Tool Facilitator orients participants to the purpose of this portion of the protocol: <i>Prior to engaging in the evaluation of strategies and action steps, as with previous sections, we want to become familiar with the purpose of this section of the protocol. Here, we want to reflect and discuss the specific strategies that have been identified and the action steps that are delineated to make those strategies “happen.”</i></p> <p>Participant independent processing [3 minutes]</p> <ul style="list-style-type: none"> ▪ Participants are given 3 minutes to independently reflect on the strategies and the action steps currently identified in the SIP while considering the Mid-Year Guiding Questions: Strategies and Action Steps Tool section of the 8SPPS Guiding Questions tool. ▪ Suggested questions that facilitator could pose for reflection (could be posted): <i>Taking a look at the enacting the strategies that have been identified . . .</i> <ul style="list-style-type: none"> ○ <i>Would enacting the strategy as intended result in a reduction or elimination of the barrier?</i> ○ <i>Are action steps sufficient to move from non-implementation of the strategy to full implementation?</i> ○ <i>What are you noticing? Wondering?</i> 	

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	<p>Participant Consensus [15 minutes]</p> <ul style="list-style-type: none"> ▪ Facilitator will guide conversation on how group would know if the strategies have been implemented and implemented with fidelity as well as if action steps are completed. ▪ Remind participants to consider both the processing questions above as well as the ▪ Facilitator asks participants to share their reflections with the group. Responses may be charted to help the group calibrate their thoughts on the strategies. This could include thoughts from the questions above as well as the Mid-Year Guiding Questions: Strategies and Action Steps Tool section of the 8SPPS Guiding Questions Tool. <p>Reminders for the facilitator:</p> <ul style="list-style-type: none"> ▪ <i>As a facilitator, think about structures used to ensure all voices are heard and build consensus.</i> ▪ <i>Is the facilitated conversation going to enhance thinking about the plan and plan's implementation?</i> ▪ <i>At the closing of this section of the protocol, will the following be understood by participants through the use of the 8SPPS Guiding Questions Tool and following calibrating conversation:</i> <ul style="list-style-type: none"> ○ <i>Strategy alignment to the barrier?</i> ○ <i>Specificity of action steps and their connection to implementation?</i> 	
<p>5 min</p>	<p>Protocol Debrief</p> <p>Facilitator orients participants to the purpose of this section as an opportunity to reflect on their discussion, integrate ideas and share with each other how the protocol and discussion may have been beneficial.</p> <p><i>Given what you as a team have just discussed:</i></p> <ul style="list-style-type: none"> ▪ <i>What are your initial thoughts?</i> ▪ <i>What are the takeaways?</i> <p>Reminders for the facilitator:</p> <ul style="list-style-type: none"> ▪ <i>This section is often a time for participants to process further: integrate thoughts, sections, and considerations that others have made.</i> ▪ <i>This section is guided by participants and should not be extended and facilitator can move to the next section even if prior to the five minutes.</i> 	

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10 min	<p>Next Steps, Q & A</p> <p>Facilitator opens a brief discussion for participants to consider their next steps.</p> <ul style="list-style-type: none">▪ <i>Given what you as a team have reflected on, discussed, what is your re-entry point into the 8SPPS, where do you go next?</i> <p>If time permits, facilitator asks participants to consider and identify the specific when and who for their next steps.</p> <p>Facilitator asks if there are any questions prior to closing the SIP Reflection session.</p> <p>Reminders for the facilitator:</p> <ul style="list-style-type: none">▪ <i>This is a brief section, so the team will need to stay focused on the facilitator question above.</i>▪ <i>A key outcome would be that the team is able to pinpoint where the "breakdown" might be and identify at least one step to focus on to include the "when" and "who."</i>
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