

**Mid-Year – An 8-Step Planning and Problem Solving Reflection Process (8SPPS)**

**\*Note:** Some modifications to reflection steps in this process may be made for the purpose of attaining the desired outcomes for school improvement. The portions of the 8SPPS used will vary, depending on the needs and direction of the school improvement plan leadership conversation(s).

Cycle	Established Protocol Steps
Ensure that your SIP committee has:	<p><b>Identify roles and establish norms:</b></p> <ul style="list-style-type: none"> <li>▪ Ensure that the team has set norms for collaboration;</li> <li>▪ Ensure identify of roles for each member of the SIP Team (individual’s level of expertise as well as needed insight).</li> </ul> <p><b>Continuous Improvement in Action</b></p> <ul style="list-style-type: none"> <li>▪ Set the tone with School(s) Improvement Plan(s) in hand, and discuss the following <b>3-considerations:</b> <ul style="list-style-type: none"> <li>○ <b>Alignment</b> 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></li> <li>○ <b>Understanding</b> 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></li> <li>○ <b>Communication</b> is key – <i>“Who needs to understand the SIP and at what level of intensity? What does full “implementation” truly mean &amp; who will be responsible for monitoring, reporting, and updating system(s), personnel, and or leadership team?”</i></li> </ul> </li> </ul> <p>Identify that the SIP Goal(s) have these three considerations in place to positively impact student achievement.</p>
Ensure one or more member are aware of:	<p><b>Orientation to the SIP Mid-Year 8SPPS Toolkit</b></p> <ul style="list-style-type: none"> <li>▪ <b>CIMS Offline Worksheet</b> and 8 Step Graphic to re-orient team members around the <b>8SPPS process</b> and how it correlates to the mid-year reflection process.</li> <li>▪ The <b>CIMS Offline Worksheet</b> review considerations around <b>goal, barrier, strategies, and resources</b>. These components were introduced earlier in the year by, FLDOE (contact your specialist), for establishing a productive <b>Problem Solving Experience</b>. This step stands as a gentle reminder of the <b>8SPPS Experience</b> and how it correlates to the <b>Mid-Year Reflection Process</b>.</li> </ul>
Begin Reflection Process	<p><b>Review of the SIP Mid-Year 8 Step Planning and Problem Solving Tool Flowchart</b></p> <p>Now that the who, what, when, &amp; how have been established, obtain and preview the <b>SIP Mid-Year 8SPPS Tool</b> as a team to productively engage in a SIP reflective process:</p>

SIP Mid-Year 8SPPS User Guide

<p><b>Step 1 Critical Thinking:</b></p>	<ul style="list-style-type: none"> <li>▪ Preview the <b>8SPPS Reflective Flowchart:</b> <ul style="list-style-type: none"> <li>○ Guiding Thoughts: <i>“Prior to delving deeper into analyzing a SIP, it is critical leaders of the SIP understand the flowchart, to support efficient reflection.”</i></li> </ul> </li> <li>▪ Actively collaborate with members around the four components of the <b>Compelling Why</b> on the <b>8SPPS Flowchart:</b> <ul style="list-style-type: none"> <li>○ Guiding Thoughts: <i>“What SIP Goal(s) supports one or all of the following components: <b>Strategic Goal, Action Plans, Barriers, and or Strategies?</b>” “As a team, examine how this SIP Goal helps us use the 8SPPS tools for seamless reflection and specific actionable implementation.”</i></li> </ul> </li> <li>▪ Chart team thoughts to record &amp; analyze SIP goal “strengths” and where the team SIP Goals could be “stronger.”</li> </ul>	
<p><i>Begin Reflection Process</i></p> <p><b>Step 2 Critical Discourse:</b></p>	<p><b>SIP Mid-Year Guiding Questions Strategic Goal Reflection Tool Orientation [2 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ Preview Tool: <i>“Before reflecting on our strategic goal, it is important to first become familiar with the provided reflection tool.”</i></li> </ul> <p><b>Team independent processing [3 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ Team independently reflects on the current goal, aligning it with the Five Domain driver from the <b>Mid-Year Reflection Guiding Questions: Strategic Goal portion</b> of the <b>SIP Mid-Year 8SPPS Guiding Questions</b> tool.</li> <li>▪ Guiding questions could include: Taking a look at the goal . . .             <ul style="list-style-type: none"> <li>○ <i>Which domain(s) does your strategic goal encompass?</i></li> <li>○ <i>What are you noticing? Wondering?</i></li> </ul> </li> </ul> <p><b>SIP Team Member Consensus [15 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ SIP Team members share their reflections with the group. Responses may be charted to help the group reach consensus around the strength of the strategic goal.</li> <li>▪ Establish an agreement to stand behind a rationale for keeping or revising the current goal.</li> </ul> <p><b>Reminders for the SIP Team:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Was the goal sufficiently aligned to three or more of the Five Domains?</i></li> <li>▪ <i>Did the group reach consensus regarding reflection on the goal?</i></li> <li>▪ <i>Does the group have established decision points for reaching satisfaction of the goal?</i></li> <li>▪ <i>As a facilitator, think about your structures to engage participants.</i></li> </ul>	<p style="text-align: center;"><b>Monitoring Progress Toward the Goal</b></p> <p><b>Questions to continuously consider:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Has the goal been achieved?</i></li> </ul> <p><i>What are our benchmarks for success?</i></p>

<p><i>Begin Reflection Process</i></p> <p><b>Step 3 Critical Detecting:</b></p>	<p><b>SIP Mid-Year Guiding Questions Tool: Barriers and Resource Allocations</b></p> <p><b>Orientation [2 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ Preview Barrier &amp; Resource Protocol: <i>“Before reflecting on our effectiveness of barrier and resource allocations, it is important to first become familiar with the provided tool.”</i></li> </ul> <p><b>Team independent processing [3 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ Team independently reflects on the barriers and resources currently in the SIP aligning thoughts from the <b>Mid-Year Guiding Questions: Barriers and Resource Allocations section</b> of the <b>8SPPS Guiding Questions</b> tool.</li> <li>▪ Guiding questions could include: Taking a look at the elimination or reduction of the barriers. .             <ul style="list-style-type: none"> <li>○ <i>Was a link established between the reduction in the obstacle and the overall goal?</i></li> <li>○ <i>What are you noticing? Wondering?</i></li> </ul> </li> </ul> <p><b>Team Consensus [15 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ SIP Team members share their reflections with the group. Responses may be charted to help the group reach consensus around the relationships among previously generated barriers.</li> <li>▪ Establish a conversation on how the team would know if the originally selected barrier is being reduced.</li> </ul> <p><b>Reminders for the SIP Team:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Was guidance provided for the barrier reduction to encompass or reduce other barriers?</i></li> <li>▪ <i>Were identified data/criteria for implementation and outcomes reviewed?</i></li> <li>▪ <i>As a facilitator, think about structures used to build consensus and how all voices had an opportunity to be heard.</i></li> </ul>	<p><b>Questions to continuously consider:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Have barriers been eliminated or reduced?</i></li> </ul> <p><i>What are our benchmarks for success?</i></p>
<p><i>Begin Reflection Process</i></p> <p><b>Step 4 Critical Planning:</b></p>	<p><b>SIP Mid-Year Guiding Questions Tool: Strategies and Action Steps Tool</b></p> <ul style="list-style-type: none"> <li>• Preview Strategies Protocol: <i>Prior to engaging in the evaluation of strategies and action steps, teams 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></li> </ul> <p><b>Team independent processing [3 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ Teams independently reflect on the strategies and the action steps currently identified in the SIP while considering the <b>Mid-Year Guiding Questions: Strategies and Action Steps Tool section</b> of the <b>8SPPS Guiding Questions</b> tool.</li> </ul>	<p><b>Questions to continuously consider:</b></p> <ul style="list-style-type: none"> <li>▪ <i>Were strategies implemented with fidelity?</i></li> </ul> <p><i>What are our benchmarks for success?</i></p>

	<ul style="list-style-type: none"> <li>▪ Suggested questions proposed for reflection: Taking a look at the enacting the strategies that have been identified . . .             <ul style="list-style-type: none"> <li>○ <i>Would enacting the strategy as intended result in a reduction or elimination of the barrier?</i></li> <li>○ <i>Are action steps sufficient to move from non-implementation of the strategy to full implementation?</i></li> <li>○ <i>What are you noticing? Wondering?</i></li> </ul> </li> </ul> <p><b>Team Consensus [15 minutes]</b></p> <ul style="list-style-type: none"> <li>▪ Team engages in conversation on how members would know if the strategies have been implemented with fidelity as well as if action steps are completed.</li> <li>▪ Calibrate team thoughts regarding strategies. This could include thoughts from the questions above as well as the <b>Mid-Year Guiding Questions: Strategies and Action Steps Tool</b> section of the <b>8SPPS Guiding Questions Tool</b>.</li> </ul> <p><b>Reminders for the SIP Team:</b></p> <ul style="list-style-type: none"> <li>▪ <i>SIP Team members should think about structures used to ensure all voices are heard and build consensus.</i></li> <li>▪ <i>Is the facilitated conversation going to enhance thinking about the plan and plan’s implementation?</i></li> <li>▪ <i>At the closing of this section of the protocol, will the following be understood by participants through the use of the <b>8SPPS Guiding Questions Tool</b> and following calibrating conversation:</i> <ul style="list-style-type: none"> <li>○ <i>Strategy alignment to the barrier?</i></li> <li>○ <i>Specificity of action steps and their connection to implementation?</i></li> </ul> </li> </ul>	
<p><i>Complete Reflection Process</i></p> <p><b>Step 5 Critical Next Steps:</b></p>	<p><b>Conclusion - Q &amp; A</b></p> <p>Teams consider next steps.</p> <ul style="list-style-type: none"> <li>▪ <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></li> </ul> <p>Consider and identify the specific what will be done, by whom, at what level, and by what time frame.</p> <p>Identify any questions prior to closing the SIP Reflection session.</p> <p><b>Reminders for the SIP Team:</b></p> <ul style="list-style-type: none"> <li>▪ <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></li> </ul>	