

**TENNESSEE COMPREHENSIVE
SYSTEMWIDE PLANNING PROCESS
(TCSPP)**

**SCHOOL SYSTEM:
Williamson County Schools**

May, 2007



**Tennessee Department of Education
Commissioner Lana C. Seivers**

**TDOE MISSION:
HELPING TEACHERS TEACH AND CHILDREN LEARN**

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COMPONENT 6

PROCESS EVALUATION, IMPLEMENTATION, AND MONITORING/ADJUSTING PLAN FOR ACHIEVING RESULTS

TCSPP TEMPLATE 6.1

TCSPP PROCESS EVALUATION

The following summary questions are related to **Process**. They are designed as a culminating activity for you to analyze the process used to develop this systemwide improvement plan.

Evidence of Collaborative Process - Narrative Response Required

What evidence do we have that shows that a collaborative process was used throughout the entire planning process?

Component 1 committee members were committed to organizing a planning system that included many district stakeholders. These stakeholders included, central office administrators, building level administrators, teachers, parents, students, school board members and members of the community. Each member of Component 1 chaired other components of the TCSSP. Component 1 met twice monthly throughout the planning process to review and revise the work at the completion of each step. These meetings provided each chairperson a deep understanding of the data and the processes. We believe this communication expedited the work for the district.

Evidence of Alignment of Data and Goals - Narrative Response Required

What evidence do we have that proves alignment between our data and our goals?

All of the action steps support the district's mission of cultivating the ability, intellect and character of each student. One of the district's core beliefs is all students can learn more than they are currently learning which has driven the action steps toward raising the bar for all students.

Through a process of collaboration and informed decision making, the Component 3 Committee analyzed and interpreted all gathered academic and non-academic data to identify the district's strengths and needs. Using the discrepancy analysis process, the academic and non-academic needs were listed. Each committee member used a rating process to determine the prioritized needs. Scores were tallied and the prioritized needs established. In addition, using district data and an analysis of the curricular, instructional, assessment and organizational processes, Component 4 studied the effectiveness of the school system's instructional practices and organizational procedures and made recommendations for action steps in Component 5.

Evidence of Communication with All Stakeholders- Narrative Response Required

What evidence do we have of our communication of the TCSPP to all stakeholders?

A variety of communication methods were used to share and gather information about TCSPP to all stakeholders. School Board members, teachers, staff, parents and community members were reached using email communication from the superintendent to those groups. That information, along with the entire plan, was also posted on the school district's web site. In addition, discussion of the plan was televised on the district's cable access channels during School Board meetings and during other programs hosted by the superintendent. In addition, the superintendent and other staff members shared information about the TCSPP with parent leaders and principals during annual meetings with those groups. Each week the superintendent sends a newsletter to the board and all employees of Williamson County Schools. The superintendent will announce the submission of the TCSPP in this weekly letter and will include a hyperlink to the full plan on the district website.

Suggestions for the Process- Narrative Response Required

What suggestions do we have for improving our planning process?

During the first year of planning the district committees often felt rushed to complete the task which may have lead to a rush to judgment in some areas. Now that the district has experienced the initial TCSPP process, we have a plan in place to regularly review the plan and update/adjust as needed for improvement.

TCSPP TEMPLATE 6.2

TCSPP IMPLEMENTATION EVALUATION

The following summary questions are related to **TCSPP Implementation**. They are designed as a culminating activity for you to plan the monitoring process that will ensure that the action steps from Component 5 are implemented.

Evidence of Implementation - Narrative Response Required
<p>What is our plan to begin implementation of the action steps?</p> <p>Williamson County Schools is well on the way to implement the action steps in the plan. A committee meets on a monthly basis to review the TCSPP planning process and the implementation of action steps in Component 5. The system-wide leadership team developed a tracking document in a shared workspace. A lead person for each action step takes the responsibility for implementation and reports progress in the tracking document. At a glance the group is able to determine progress on the action steps. Once a month the TCSPP committee chairs report progress to the district's senior staff.</p>

Evidence of the Use of Data - Narrative Response Required
<p>What is the plan for the use of data?</p> <p>Component 3 meets annually to review the current district summative data. The committee makes recommendations to the system leadership team on goals to be included in next year's plan. The district assessment specialist collects and manages district data using an electronic data warehouse. This warehouse allows district and all schools have access to both school and individual student data and drives future goals and action steps. In addition, Williamson County Schools has worked for two years in developing an Assessment Snapshot. This snapshot report summarizes the progress in reaching the district's goal of all students achieving one year's academic growth. Using both formative and summative data each action step is monitored by the central office team.</p>

TCSPP TEMPLATE 6.3

TCSPP MONITORING AND ADJUSTING EVALUATION

The following summary questions are related to **TCSPP Monitoring and Adjusting**. They are designed as a culminating activity for the system to plan the monitoring process that will ensure that the systemwide improvement plan leads to effectively supporting local schools and building capacity for improved student achievement for all students.

Evidence of Monitoring Dates – Listing Required

What are the calendar dates (Nov/Dec and May/June) when the Systemwide Leadership Team will meet to sustain the Tennessee Comprehensive Systemwide Planning Process?

Identify the person(s) responsible for monitoring along with their position and the role they will play in the monitoring process.

Williamson County Schools' process for adjusting the TCSPP involves a leadership team comprised of Central Office Staff. Rebecca Sharber, Director of Schools, and Karen Hawkins, Staff Development Coordinator, serve as facilitators of the TCSPP process. In addition, the following serve as chairmen of individual components: Component 2, Rebecca Sharber; Component 3, Jubal Yennie, Middle School Director; Component 4, Lynn Heady, Director of Teaching and Learning and Eugene Wade, Coordinator of Employee Relations and Recruitment; Component 5, Jack West, High School Director and Karen Hawkins; and Component 6, Steve Gallaway, Elementary School Director. This committee meets on a monthly basis to monitor the implementation of the plan.

On April 5, 2007 an expanded group of stakeholders will meet to review the revisions of the TCSPP.

The meeting dates for 2006-2007 are:

September 25, 2006; October 23, 2006; November 27, 2006; December 18, 2006; January 22, 2007; February 26, 2007. Scheduled meetings include March 26, 2007; April 5, 2007; April 23, 2007; and May 28, 2007.

Evidence of a Process for Monitoring Plan - Narrative Response Required

What will be the process that the Systemwide Leadership Team will use to review the analysis of the data from the assessments and determine if adjustments need to be made in our plan?

Williamson County Schools uses the following formative assessments to sustain the planning and implementation of the TCSPP:

- DRA- Administered in the fall and spring
- District Writing Prompts-Administered three times a year
- Individualized Assessment Index- Administered during August, January and May
- Yearly Progress Pro
- Curriculum Implementation Guides in Literary, Math and Science with embedded Performance Based Assessments administered every 9 weeks
- Williamson County Schools Literacy Framework embraces ongoing assessment through guided reading
- Williamson County Schools administers the Plan, Explore and ACT to all students. While the Plan and Explore give valuable summative information, they are also used as a formative assessment to guide curriculum development, lesson design and monitor progress in meeting the district's ACT goal.

These formative assessments are analyzed and used to help the district monitor and meet the annual goal of one year's growth for all students.

TCSPP TEMPLATE 6.3
(continued)

TCSPP MONITORING AND ADJUSTING EVALUATION

Evidence of a Process for Adjusting Plan- Narrative Response Required

What will be the process that the Systemwide Leadership Team will use for adjusting our plan (person(s) responsible, timeline, action steps, resources, evaluation strategies) when needed?

A core leadership team meets on a monthly basis to review the plan and make changes as needed. Persons responsible are identified in the Component 5 Action Plan with a point person for each action step. This committed reports monthly progress to the Central Office Senior Staff

Evidence of a Plan for Communicating To All Stakeholders- Narrative Response Required

How will the Systemwide Leadership Team communicate success/adjustments of the plan to stakeholders?

An updated plan will be placed on the district's web site, and on April 5 stakeholders will gather to review and provide feedback on the entire district plan before submission to the State. In addition, the plan will be shared with school based administrators and teachers to guide the SIP process.

Williamson County Schools incorporates a variety of methods to celebrate successes. Some of these include:

- Annual Education Celebration
- Shining Apple for Community Involvement
- Teacher Feature
- Academic Excellence Awards
- Recognition of successes of during school board meetings
- Bi-weekly In Focus electronic newsletter
- The director's weekly memo to the board
- WCTV programming

TCSPP TEMPLATE 6.4
TCSPP EXECUTIVE SUMMARY (ES)

All systems will submit the following Executive Summary to the Tennessee Department of Education. (Note: High priority systems will submit the entire TCSPP.)

What's working?	Evidence

What deficiencies do we have? Why did we receive the deficiencies?	Evidence

How are we addressing the deficiencies? What changes are we making?	Evidence

TCSPP TEMPLATE 6.5
EVALUATION OF IMPLEMENTATION RESULTS

	FULLY Implemented Yes or No	PARTIALLY Implemented Yes or No	GOAL MET Yes or No	If met, how do we know?	If not met, what are next steps?
Goal 1					