Make Your Systems Work

Summer Series for Campus Leaders

July 16, 2020

RENAME yourself with First Name and School or District (Ex: Monica-School)
- **Hover over your video**
- **Click "..."**
- **Click "Rename"**
- **Type First Name-School or District and hit enter**

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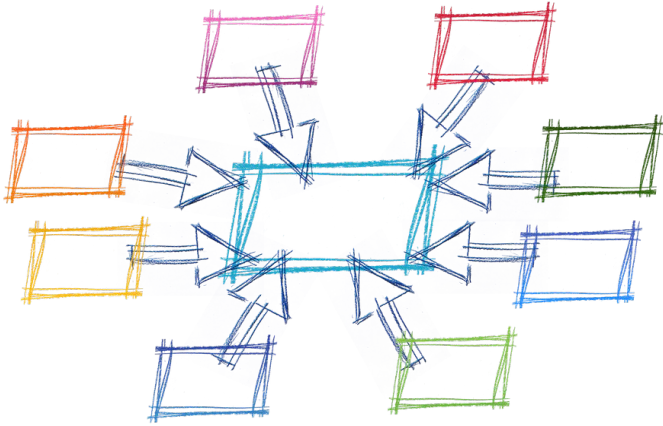EDUCATION EQUALS ECONOMICS

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Agenda

- **WHY systems are important**
- **WHAT is a system**
- **HOW to review your systems**
- **Team Time**

- Add your campus to your name in zoom
- Keep Audio Muted
- Take notes (paper or digital)
- The PDF of these slides is in the chat NOW

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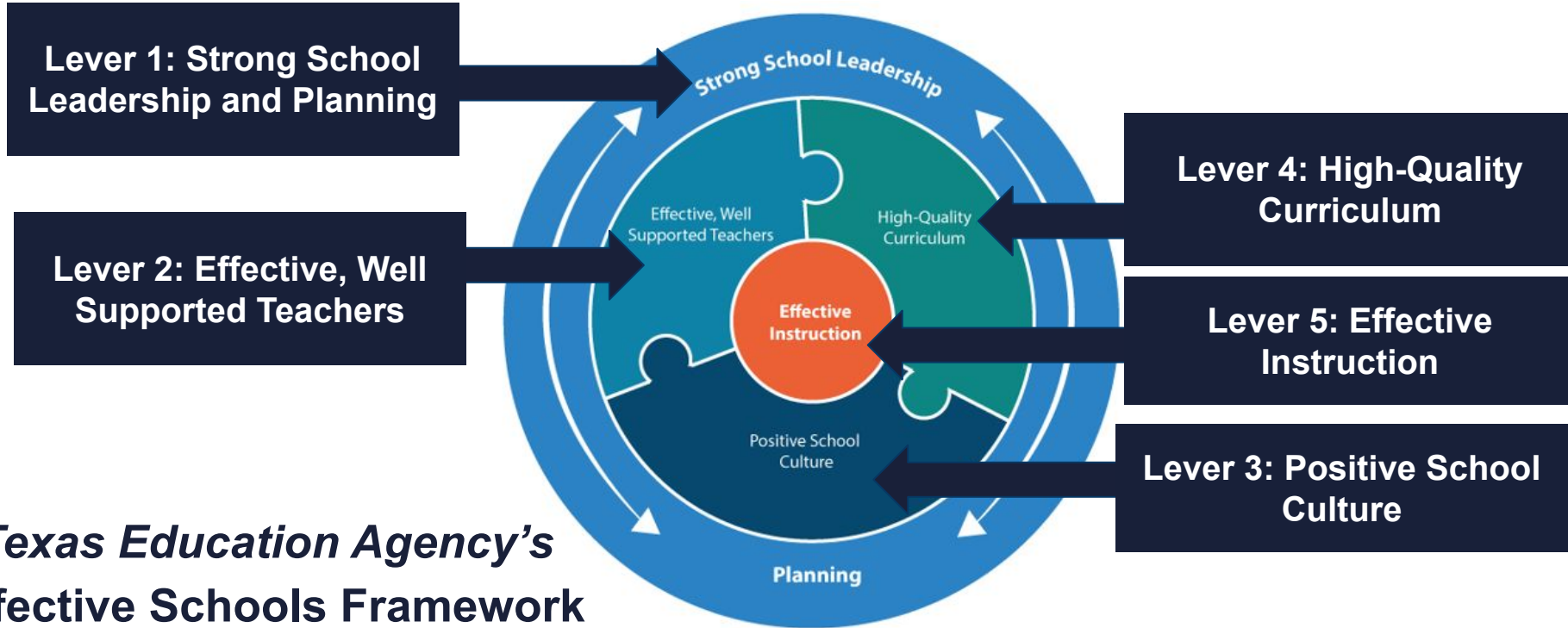
Why are systems so important?

Focus on the right work

Now, focus is more urgent than ever.

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WHY are systems important?

Lever 1: Strong School Leadership and Planning

Lever 2: Effective, Well Supported Teachers

Lever 4: High-Quality Curriculum

Lever 5: Effective Instruction

Lever 3: Positive School Culture

Texas Education Agency's
Effective Schools Framework

Strong School Leadership

High-Quality Curriculum

Effective, Well Supported Teachers

Effective Instruction

Positive School Culture

Planning

School leaders without systems...

Schools without systems...

What do systems do for your school?

+ **Alignment & Connection**

+ **Collective Accountability**

+ **Increase Clarity**

+ **Positive School Culture**

+ **Lower Anxiety & Stress**

What is a System?

A set of detailed methods, procedures and routines created to carry out a specific activity, perform a duty, or solve a problem.

Systems Checklist:

- **DETAILED:** people responsible, measurable data collection methods, timelines, flowcharts, common language

- **DOCUMENTED:** posters, handbook, digital, paper, EVERYWHERE/Visible

- **COMMUNICATED:** with frequency, clarity and shared voice among administrators, coaches and teacher leaders

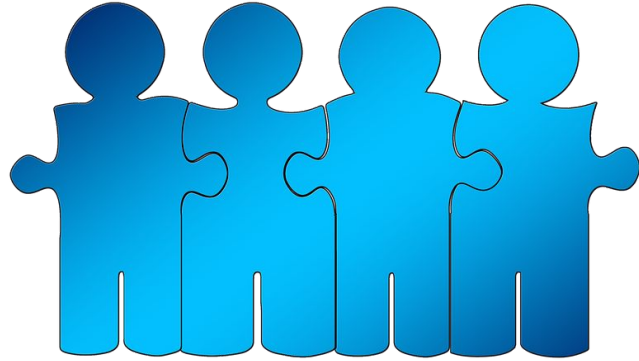- **SUPPORTED:** professional learning, checks for understanding, celebrated, consistently referenced, visible, accessible

YOUR
Campus Systems…
- What do you have?
- What needs to change?
- What stays the same?
- What do you need to add?

Process for Reviewing your systems

WHO?

- *Administrators*
- *Leadership team*
- *Ensure all stakeholders perspectives are represented or considered*

Process for Reviewing your systems

1. Map your current process
2. Evaluate strengths and weaknesses
3. Make updates and adjustments
4. Determine details and documentation
5. Plan for communication and support
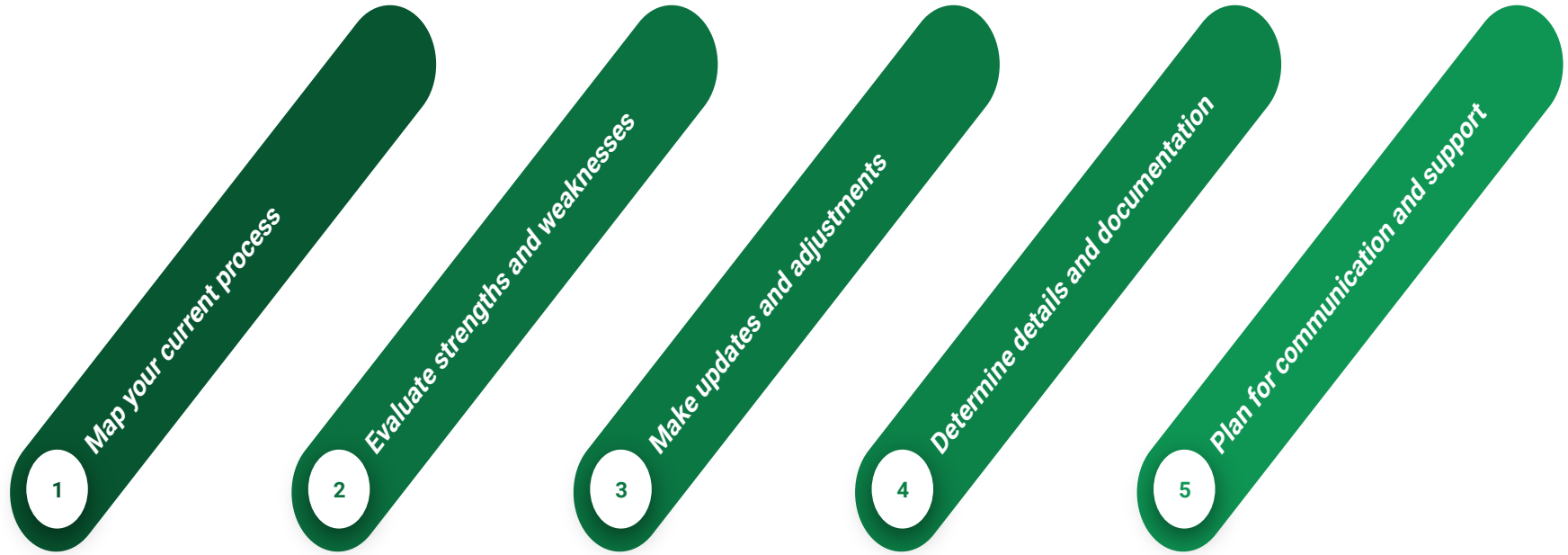
Process for Reviewing your systems

1 Map your current process

- *Are the components?*
- *What happens?*
- *When does it happen?*
- *Who is involved and responsible?*

Process for Reviewing your systems

Map your current process

1

Teachers plan, implement, and document Tier 1 interventions listed.

communicate struggle and interventions with parents and grade level team

implement suggestions from the grade level team for at least two weeks

after continued struggle, request RtI team submission at grade level team meeting and notify parents of referral

RtI team meets and evaluates documentation and makes suggestions (further tier 1, further assessment, tier 2 intervetion)

Implementation of RtI team suggestions with or support for 2-6 weeks with progress support
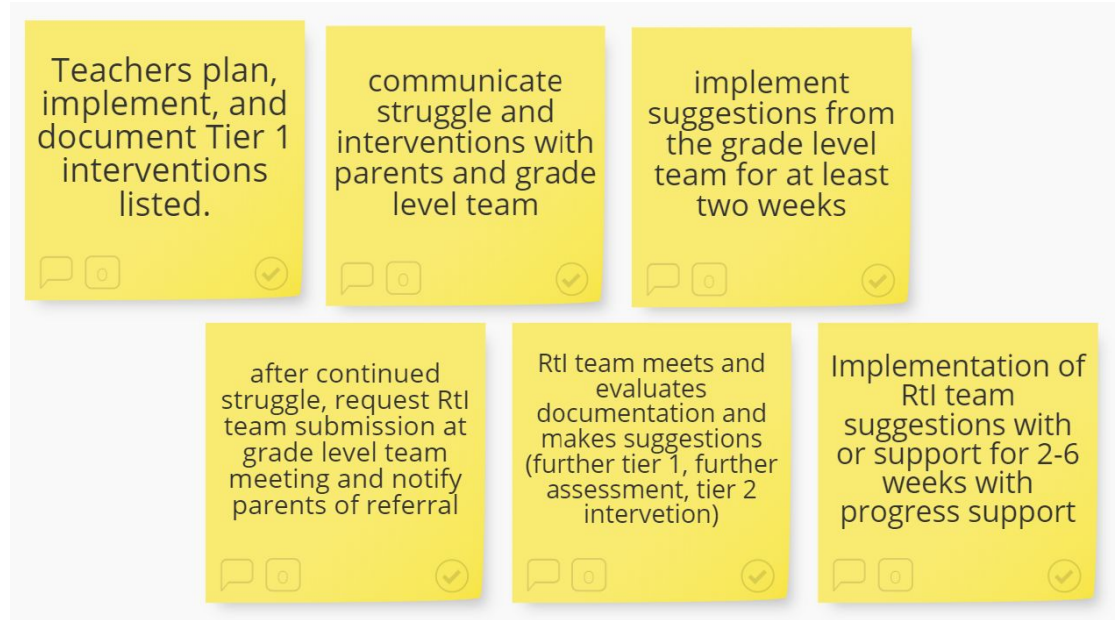
Process for Reviewing your systems

Evaluate strengths and weaknesses

2

- *What worked and didn't work?*
- *Is it adaptable to in-person and virtual instruction?*
- *Are there built in redundancies and contingency plans if staff members are not available?*

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Process for Reviewing your systems

Evaluate strengths and weaknesses

2

Strengths	*Weaknesses*
● Responsibilities outlined clearly for all staff ● Students receive extensive support at each step ● Support is documented along the way	● Isn't clear how to support virtual students ● Potential disruption if interventionist or AP or team member are unavailable for a period of time

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Process for Reviewing your systems

Make updates and adjustments

3

- *What components need to be added or removed?*
- *Have we addressed the weaknesses identified?*
- *Have we anticipated potential needs for the upcoming year?*

Process for Reviewing your systems

Make updates and adjustments

3

Teachers plan, implement, and document Tier 1 interventions listed.

communicate struggle and interventions with parents and grade level team

implement suggestions from the grade level team for at least two weeks

update tier options to include things for virtual instruction

RtI team needs to include virtual and in-person teachers

after continued struggle, request RtI team submission at grade level team meeting and notify parents of referral

RtI team meets and evaluates documentation and makes suggestions (further tier 1, further assessment, tier 2 intervetion)

Implementation of RtI team suggestions with or support for 2-6 weeks with progress support

Tier 2 suggestions need to include switching modality options.

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Process for Reviewing your systems

Determine details and documentation

4

- *Are details included for each component?*
  - *Who, When, How, etc*
- *How will you document this system?*
  - *staff handbook*
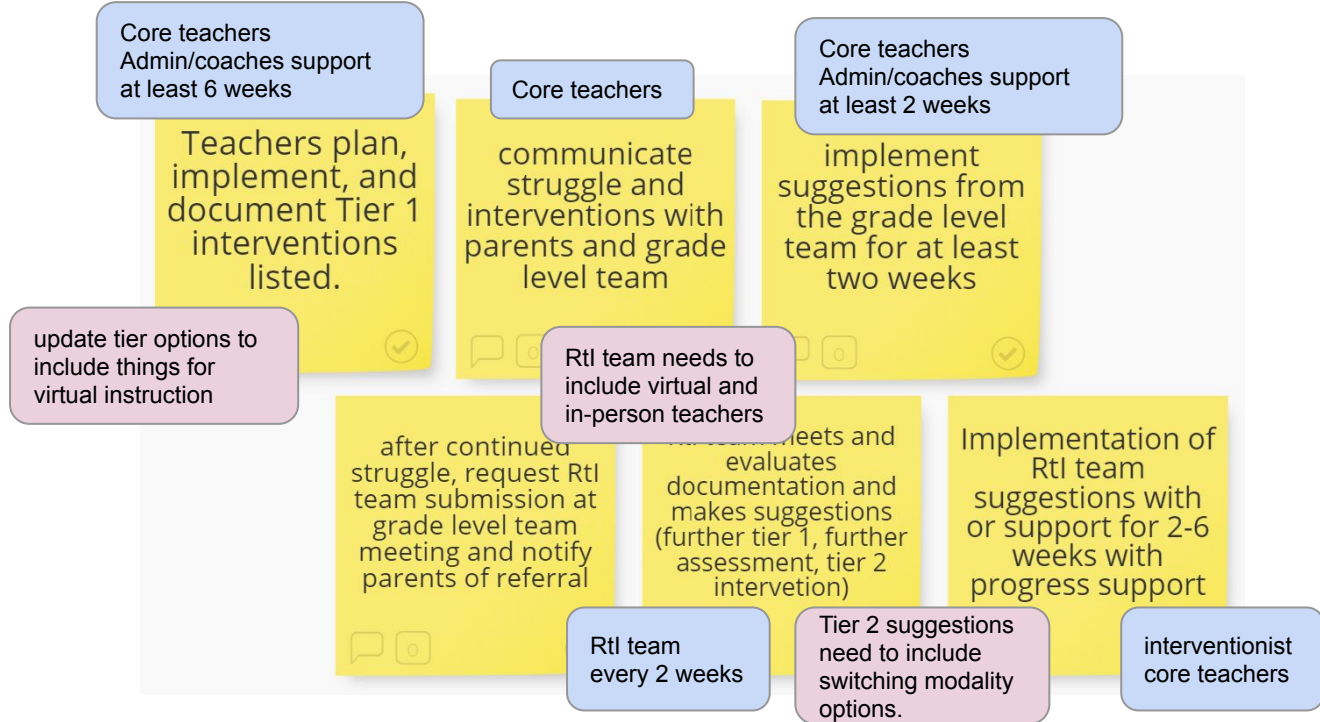 - *staff Google site/folder/classroom*
  - *poster in common areas*

Process for Reviewing your systems

Determine details and documentation

4

Core teachers
Admin/coaches support at least 6 weeks

Teachers plan, implement, and document Tier 1 interventions listed.

Core teachers

communicate struggle and interventions with parents and grade level team

Core teachers
Admin/coaches support at least 2 weeks

implement suggestions from the grade level team for at least two weeks

update tier options to include things for virtual instruction

RtI team needs to include virtual and in-person teachers

after continued struggle, request RtI team submission at grade level team meeting and notify parents of referral

RtI team meets and evaluates documentation and makes suggestions (further tier 1, further assessment, tier 2 intervetion)

Implementation of RtI team suggestions with or support for 2-6 weeks with progress support

RtI team
every 2 weeks

Tier 2 suggestions need to include switching modality options.

interventionist
core teachers

Process for Reviewing your systems

Plan for communication and support

5

- *How will you communicate this system to all staff?*
- *How will all staff learn and receive support to understand the system?*
- *How will the system be monitored and supported throughout the year?*
- *What happens when it is not working effectively?*

Leaders Supporting Your Systems

Time Management for Leaders

- *USE the system*
- *SCHEDULE by intention*
- *FOCUS on the RIGHT work*
- *PROTECT each other's time*

Example: Campus RTI System
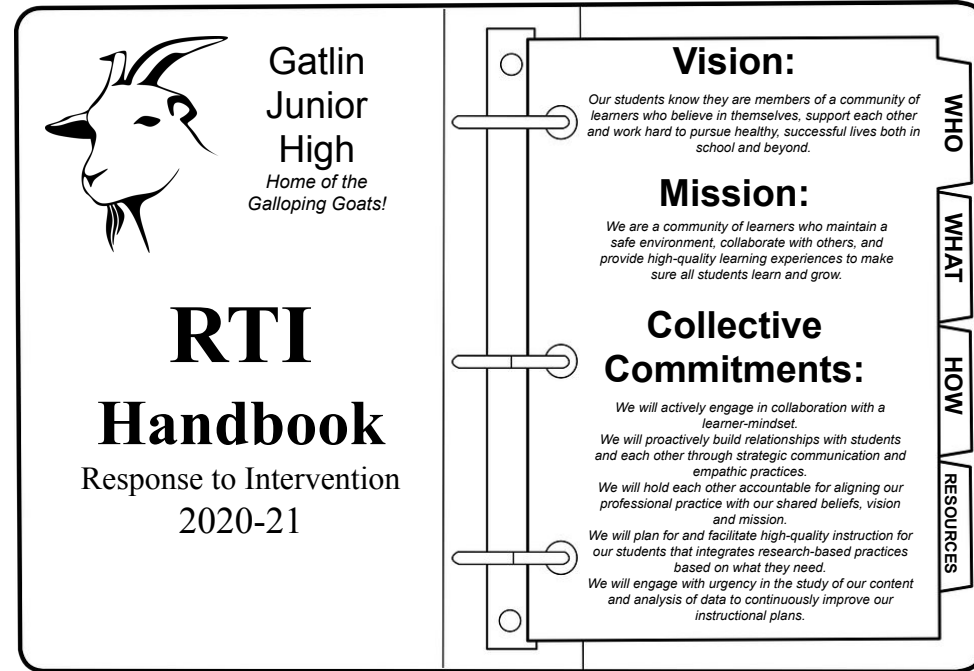
Is the system…

- ❏ Detailed?
- ❏ Documented?
- ❏ Communicated?
- ❏ Supported?
- ❏ Updated/Revised to meet the challenges of 2020-21?

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Systems Example: *Campus RTI System*

✓ detailed   ✓ documented

- All staff members receive the link to this shared RTI Handbook
- The Handbook is accessible for ALL staff.
- The Handbook Contents:

  ❏ RTI Team Members Listed
  ❏ Schedule of Meetings
  ❏ Detailed chart of what support is provided at each Tier for both academic and behavior
  ❏ RTI Flow Chart
  ❏ Resources (district & external)

Gatlin Junior High
Home of the Galloping Goats!

RTI
Handbook
Response to Intervention
2020-21

Vision:

Our students know they are members of a community of learners who believe in themselves, support each other and work hard to pursue healthy, successful lives both in school and beyond.

Mission:

We are a community of learners who maintain a safe environment, collaborate with others, and provide high-quality learning experiences to make sure all students learn and grow.

Collective Commitments:

We will actively engage in collaboration with a learner-mindset.
We will proactively build relationships with students and each other through strategic communication and empathic practices.
We will hold each other accountable for aligning our professional practice with our shared beliefs, vision and mission.
We will plan for and facilitate high-quality instruction for our students that integrates research-based practices based on what they need.
We will engage with urgency in the study of our content and analysis of data to continuously improve our instructional plans.
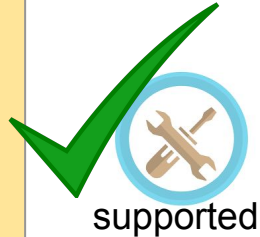
WHO
WHAT
HOW
RESOURCES

Systems Example: _Campus RTI System_

communicated

supported

2020-21 UPDATES:
*RTI Team adjusted to ensure representation (in-person and remote)

*Details about what is provided at each Tier will be updated to include components of remote instruction

*Tier 2 and 3 will be updated with modality adjustments as option

- All leaders and staff members actively follow RTI Handbook, including defined components of Tier supports and referral flowchart
- Leaders model accountability for following the system by deferring to the handbook when asked for guidance

- Explicit Professional Learning at the beginning of the year on the RTI Handbook contents with periodic refresh PD's throughout the year (Virtual--video with response)
- Consistent communication flow between RTI Team and all staff

What needs a system?

- **Instructional Leadership:**
  - Assessment
  - Curriculum
  - Instruction-Collaboration & Planning
  - Instruction-Observation & Feedback
- **Student Support (RTI)**
- **Student Culture**
  - Ready to Learn (classroom, campus and virtual expectations)
  - Attendance support
  - Student Leadership & Voice
  - Relationship Building
- **Staff Culture**
  - Alignment with Mission, Vision, Commitments
  - Communication
  - Relationship Building

Leading Forward
Leading the Transformation

A Safe Place
A Healthy, Secure Environment

We're in this Together
Support Student & Staff Attendance

A Place to Belong
Reignite School Culture

Close the Gap
Equitable, High-quality instruction for all

ROAD TO RECOVERY– Priority Playbook

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Upcoming Opportunities

- **Road to Recovery Webinar Part 2**
  - July 21 @ 1:30pm
  - [Registration](#)

- **More Summer Series--Thursdays @ 1:00**
  - July 23--Effective Instruction to Ensure ALL Students Learn
  - July 30--We're in this Together: Attendance Systems and Support
  - Aug 6--Student Leadership in Learning and Beyond
  - [Past Summer Series](#)

Share registration info with others!

Make your Systems Work

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Team Time

- **Breakout rooms will stay until 2:00**

- **Make a PLAN:**
  - **What did you hear that you want to share with others?**
  - **How and when will you share with the entire guiding coalition?**
  - **What actions do you need to take?**

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Feedback

www.menti.com

Code: 22 45 34

DIRECT LINK: https://www.menti.com/t2zaqhd3zv

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