

**North Smithfield Schools
Race To The Top Action Plan**

Scope of Work System: *Standards/Curriculum* *Instructional Improvements* *Educator Effectiveness* *Human Capital Development*

Team Chair: John Lahar

Participants: Natalie O'Brian, Kim Rawson, James Williamson, John Galoski, Lisa Murphy, Renee Guertin, Colleen Carr, Maryanne Lowe

Step #	Action Step	Person(s) Responsible / Participants	Time Line	Indicators of Accomplishment	Budget/ Resources
1.	Identify LEA Evaluation Team, set meeting schedule, review and update action plan	Stephen Lindberg, Clare Arnold, John Lahar	August-September 2011	Meeting agenda's	time
2.	Identify individuals who will serve as evaluators and coordinate training sessions	Stephen Lindberg, Clare Arnold, John Lahar	Summer 2011	Confirmation of each person on committee	time
3.	Training for all administrators and evaluators on the Rhode Island Model	RIDE, John Lahar, Clare Arnold	On-going	Completed training	time

4.	Overview and expectations and completion of for self-assessment document	Stephen Lindberg, Clare Arnold, John Lahar And Administrative Team	September 2011	Presentation of expectations and completed self-assessments by all teachers. Self-assessments due by September 30, 2011	time
5.	Overview, expectations, and implementation for professional growth plan	Stephen Lindberg, Clare Arnold, John Lahar	September 30, 2011 professional development day	Completion of student learning objectives, and professional growth plan forms	time
6.	Overview and expectations for the beginning of the year conference.	Building Principals	October 2011	Completion of beginning of the year conference	time
7.	Identify all forms and documents to be used as part of short and long classroom observations. (RIDE forms, IPAD AP, Create our own)	Evaluation committee	October 2011	Agreed upon set of forms for classroom observation	time
8.	Review all rubrics with staff	Stephen Lindberg, Clare Arnold, John Lahar	October-November 2011	Faculty meeting agendas, completed review of rubrics	time

9.	Review of expectations for all evaluators before evaluations begin	Stephen Lindberg, Clare Arnold, John Lahar	Mid October 2011	Evaluations begin November 1, 2011	time
10.	Set expectations for what types of evidence teachers can use in support of their professional growth plan and student learning objectives	Evaluation Committee	November 2011	Guidance in writing to staff of expectations for evidence	time
11.	Develop appeals process for teachers who dispute the evaluation score	Evaluation Committee	December 2011	Completed appeals process	time
12.	Meeting with evaluators to calibrate scoring before final evaluations are complete	Evaluators, and Evaluation team	February 2012	Completed calibrations	time
13.	Completed evaluations and end of the year conference	Building principals	April- June 2012	Completed Evaluations	time

14.	Collect Feedback on the evaluation process for the year	Evaluation Committee	June 2012	Completed feedback forms	Time
15.	Make necessary adjustments to evaluation system for 2012-2013 school year	Evaluation Committee	Summer 2012	Revised system	Time
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