#### Community Schools Implementation Institute



Benchmark Academy B

Determining Priorities and Developing Improvement Systems

DISTRICT	SITE	CRT	Benchmark Completion
Benchmarks and Timeline	Actions	Coaching/ Tools	Linked artifacts
4A: Determining Priorities, Telling Your Story  1 -2 months with below	<ul> <li>Consolidate and code data with NAA Implementation Team</li> <li>Share learning with Administrators, faculty, and staff and representative CS Leadership Team</li> <li>Determine trends, priorities and build a findings report with NAA Implementation Team</li> <li>Share and Celebrate Results</li> <li>Continue Needs and Assets Assessment to achieve 75-100%</li> <li>Disseminate Needs and Assets Assessment Findings</li> <li>Align priorities with CS Pillars for Improvement</li> </ul>	<ul> <li>Coding Presentation</li> <li>Example of NAA Results</li> <li>Lynn example infographic</li> <li>Example of NAA Engagement Results</li> <li>Findings report planner</li> </ul>	BM 4- (4A) Evidence of:  Coded data Root causal analysis NAA Findings Report
4B: Developing a Community School Leadership Systems, Structures and CS Strategy  1-2 months with above	<ul> <li>Design and present purpose of Community Schools to faculty and staff</li> <li>Implementation and stakeholder teams reviews NAA data and drafts trends and priorities</li> <li>Recruit and initiate a Community Schools leadership team</li> <li>Create regular agenda and cadence of meetings</li> <li>Execute root cause analysis with trends and priorities with a representative Commuity School Leadership Team.</li> <li>Build a Community School Strategy aligning CS pillars, SIP, NAA findings, and results of causal analysis ( Driver Diagram or logic model)</li> <li>Identify goal teams for each priority area</li> <li>establish two way communication between site goal teams, CS Leadership team and steering committee.</li> </ul>	<ul> <li>Team Roster with Stakeholder Representation</li> <li>Calendar of meetings and agendas</li> <li>Shared Leadership Purpose and routines</li> <li>Revisit CS Leadership Teams         Systems and Structures     </li> <li>Systems and Structures Slides</li> </ul>	BM 4-(4B) Evidence of:  Leadership Team; site, district and steering committee level Rosters Meeting agendas Communication Plan of findings report/refining

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5A: Launching Improvement Journey	<ul> <li>Activate and plan for regularly scheduled Leadership and goal team meetings.</li> <li>Using causal analysis results- assign/align priorities to appropriate goal teams</li> <li>Establish universal understanding of the Community School Mechanisms and Pillars</li> <li>Understand the structures and purpose of team-based improvement work</li> <li>Understand your site level team-based improvement structures.</li> <li>Engage with your leadership and goal teams to create problem statements for each priority area and their intersection.</li> </ul>	Reading: Making Sense of Pillars, Mechanisms, and Benchmarks Reading: Launching an Improvement Team  Causal Analysis: 5 Whys Fishbone Activity (detailed) Fishbone Protocol (succinct) Tree Diagram Systems and structure Calendar Leadership Meetings	BM 5 (5A): Evidence of:  Determining Priorities form NAA Causal Analysis (FERRY 2 Strategy Template)
5B: Deepen understanding of improvement science as a problem-solving approach	Deepen understanding of improvement science as a problem-solving approach.	Reading: The Journey of Improvement Reading: Investigation Methods	BM 5-(5B) Evidence of:  Improvement Team Roster Problem Statement Improvement Project Organizer
6A: Navigating the Improvement Journey	<ul> <li>For each of your improvement priorities or pillars for improvement, goal teams launch an improvement journey.</li> <li>Learn about problem solving using Improvement Science methods and tools</li> <li>Develop an aim or desired outcome.</li> <li>Develop ideas for changes to practice, measures and theory of improvement</li> <li>Build an improvement strategy: Theory of Improvement         <ul> <li>building AIMS, drivers and change ideas</li> </ul> </li> </ul>	Reading: The Model For Improvement  Strategy Workbook A  Strategy Workbook B  CS Strategy Planning Template  Example CS Strategy/Plan  THEORY OF IMPROVEMEN  Reading: Defining Aims & Measures Key Resources:  Aim Statement Overview  Activity Guide: Crafting an Aim	BM 6 (6A) Evidence of:  Improvement Organizer Investigation of Current State Improvement Team Roster and Agenda AIMS and Measures Revisit strategy Template or (6C/6D) Driver Diagram

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		Measurement Overview     Operational Definition     Template	
6B: Execute the PDSA cycle including timeline and measurement  1-3 month cycles quarterly cycles with biweekly data review for adjustment and refinement	<ul> <li>Learn about research methodologies.</li> <li>Nurture a healthy team culture and clear routines</li> <li>Attend regularly to team health and development.</li> <li>Run PDSA learning cycles to test and reflect upon change ideas</li> <li>Each Improvement team creates:         <ul> <li>A Project Charter describing the team and the problem</li> <li>artifacts from investigation activities</li> <li>artifacts from measurement and findings</li> <li>consolidation meeting and communication</li> <li>reflections on their learning</li> </ul> </li> <li>Identify at least one measure to provide timely feedback on progress</li> </ul>	Reading: Developing Ideas for Change Reading: The PDSA Cycle Key Resources:  Stakeholder Engagement Planner for Change Ideas  Driver Diagram Guide  Driver Diagram Creation Protocol Driver Diagram Template  Team Roster Template Team Launch Sample Agenda Team Launch Checklist Improvement Project Organizer Improvement Project Charter Template Problem Statement FAQ	BM 6 ( 6B) Evidence of:  Improvement Organizer AIMS and Measures Revisit strategy Template or (6C/6D) Driver Diagram PDSA Form Template
7:Closing Out the Journey 1 month	<ul> <li>Compile data, measures and consolidate learning</li> <li>Goal teams hold a consolidation meeting.</li> <li>Create a project or impact summary</li> <li>Share your improvement story with leadership groups</li> <li>Refine improvement as informed by interestholder groups</li> </ul>	Reading: Consolidating Learning from Investigation  Key Resources:  Sample Consolidation Meeting Agenda  Empathy Map Guide  Empathy Map Template  Process Mapping & Analysis Guide  Problem Statement Readiness Check  Findings and consolidation examples	BM 7 Evidence of:  (7A/7B) PDSA/Change Idea Summary, (7C/7D) Communication Plan/Storytelling