Ohio | Department of Education

FY21 Planning Tool

Glossary and Examples

Action Steps – the specifics of how you will implement your evidence-based strategy. Action Steps are driven by the root causes identified in the district needs assessment. They clearly describe the actions the district or building will take as well as when, for whom and how often the actions will occur.

Examples: AS1 - Research and create Multi-Tiered System of Supports (MTSS)
AS2 - Set up timeline for implementation of MTSS
AS3 - Implement staff and parent PD sessions
AS4 - Evaluate MTSS and adapt for sustainability

Adult Implementation Measure – A benchmark used to pace and gauge the progress of adult implementation of a strategy within the LEA in order to achieve a SMART goal.

Example 1: 100% of teachers will use quality district-adopted formative reading comprehension assessments to inform instruction as measured by classroom observations.

Example 2: By 2021,100% of teachers will complete professional development on MTSS.

Evidence-based Strategies – Strategies, practices, or activities that have been evaluated and shown to improve student outcomes. These strategies align to the improvement areas and will be used by the LEA to meet their SMART goals.

Example 1: District and building level job embedded professional development will be provided three times each year to address literacy skills in grades K-8 during district PD days.

Example 2: Buildings will provide extended learning opportunities either before or after school at least three times weekly for students at-risk of not meeting state standards in Reading and Math for grades 3-6 during the months of October through April.

Levels of Evidence – The Every Student Succeeds Act (ESSA) defines four levels of evidence-based strategies: (1) Strong Evidence, (2) Moderate Evidence, (3) Promising Evidence and (4) Demonstrates a Rationale (Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments). For more information, go to: Defining ESSA Levels of Evidence Overview.

Improvement Areas – Eight areas where specific statements of need can be added that address the needs raised in the Priority Need Statements.

The Improvement Areas include: Professional Capitol, Curriculum, Instruction & Assessment, Fiscal Management, Community and Family Engagement, College and Career Readiness, School Climate and Supports and Leadership/Administration/Governance.

Example: For the priority need statement: *The district needs to improve its graduation rate by aligning its curriculum to Ohio's learning standards and by providing principal oversite and feedback with professional development that supports classroom instruction as informed by relevant data points.* An **Improvement Area** needs statement under the Curriculum, Instruction & Assessment area could be: *The district needs to align its curriculum with Ohio's learning standards.*

One Plan - The One Plan system is a component of the ED STEPS technology system that will be released in the coming years. The One Plan is a systemic consolidated district planning tool for all district operations, strategically aligned to funding and resources and focused on improving outcomes for all students.

Priority Need Statements – A clear, concise, and relevant expression of an LEA need. These should be directly linked to the relevant data points provided. Each priority need will become a SMART goal.

Example: *The district needs to improve its graduation rate by aligning its curriculum to Ohio's learning standards and by providing principal oversite and feedback with professional development that supports classroom instruction as informed by relevant data points.*

As you can see, the priority need statement has several embedded needs. The embedded needs will be addressed under the related improvement areas. For example: The graduation rate need statement indicates that there are embedded needs in curriculum, leadership, professional development and instruction.

They could also state, "The district needs to provide time for teachers to develop formative assessments around Ohio's Learning Standards in Math."

Relevant Data Points – Data that addresses LEA needs. Relevant data may include attendance discipline, surveys, universal screening results, district level assessments, etc.

Example: MAP data shows only 47% of all students met their growth measure in Math and 48% in Reading. Funds are needed for intervention materials as well as hardware/software for intervention and targeted programs in Reading and Math for students at risk.

SMART Goal – A goal that is Specific, Measurable, Attainable, Realistic, and Timely. The SMART goal should clearly address critical school challenges identified in the needs assessment.

Example: By 2023 all 3rd grade students will improve performance on the OST by 9% in reading.

Specific	Measurable	Attainable	Realistic	Timely
3rd grade students, reading, OST	*9%*	*% determined by baseline data*	*Group determined by past data*	*By* 2023

Stakeholders – Stakeholder groups should represent a cross-section of entities in an LEA. Needs Assessment, District Improvement, and Title I School Wide buildings must involve Parents, certified and classified Building Staff, and certified/classified District Staff in developing and amending the comprehensive plan. It is recommended that outside experts, Board members, students, and other community members be involved as stakeholders in planning processes.

Strategy – An evidence-based program or process that specifies what an LEA will implement in order to reach a goal.

Example 1: District and building level job embedded professional development will be provided three times each year to address literacy skills in grades K-8 during district PD days.

Example 2: Buildings will provide extended learning opportunities either before or after school at least three times weekly for students at-risk of not meeting state standards in Reading and Math for grades 3-6 during the months of October through April.

Student Measure – A benchmark used to pace and gauge the progress of students within the LEA in order to achieve a goal.

Example 1: MAP reading growth of 2% each quarter during the 2020/21 school year.

Example 2: Classroom behavior discipline referrals will decrease by 5%, and absenteeism as measured on our attendance records will decrease by 2% each year from 2020 to 2022.