

Striving Readers Management Timeline

Milestones by Month

2008-2009 (Year 3)

LIST OF ABBREVIATIONS

CCHS = Chicopee Comprehensive High School
CCO = Chief Communications Officer for Striving Readers (Matt Rigney)
CHS = Chicopee High School
CIO = Chief Implementation Officer for Striving Readers (Ann Ferriter)
CPS = Chicopee Public Schools
DFA = District Formative Assessments
GRADE = reading progress assessment used in SIM Extreme Reading
HS = High School
HSST = High School of Science & Technology
PD = Professional Development
PVTHS = Putnam Vocational Technical High School
READ 180 EE = Scholastic's Read 180 Enterprise Edition (the second targeted intervention)
RED = Scholastic Read 180 Online Training
SASi = Student ID system
SDRT-4 = Stanford-4 Diagnostic Reading Test
SDRT-10 = Stanford-10 battery of tests
SIM CERT = Content Enhancement Routines for Teachers (the whole school intervention)
SIM Extreme = Strategic Instruction Model, Extreme Reading (one of the SR Targeted Interventions)
SIM = Strategic Instruction Model (reading intervention developed by the University of Kansas)
SPS = Springfield Public Schools
SR Adv = Striving Readers Advisory Group
SRI = Scholastic Reading Inventory (assessment for reading progress)
USDOE = US Dept of Education (Washington, DC)

CONTACT INFORMATION

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SR ADVISORY GROUP MEMBERSHIP

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 Theresa Belanger, Striving Readers Management Support Specialist, Springfield
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Directions For Using This Document

>>> Columns are self-explanatory as to content, etc. To determine who is responsible and the desired outcomes for those activities that are not self-explanatory and require this level of detail, hold cursor over the colored box if the box has a small red triangle in the upper righthand corner. This is a comment box. The comment will open when the cursor is over the colored square selected.

>>> For an explanation of Column Headers and for who is generally responsible for oversight or action steps within those column sections per month, move cursor over one of the colored box sections, below. The comments for the headers on this page apply to the column headers on all pages.

Month	Contractual	Testing	Students	Data & Evaluation	USDOE	Planning	Hiring/ Training	Meetings	Budget	Hardware & Software
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SEPTEMBER '08										
Week 1, Sept 1-5	Labor Day, Monday, Sept 1. School begins Sept 2			BROWN: ID, randomize & place new SR students using MCAS			Aug 25-26 Xtreme trainings in Cmnty Bldg & Word Level>> Strat PD Reading & Writing	Aug 25-26 Read 180 PD (new teachers) Impl Training Day 1 + Using SRI, Lexiles, etc.		Confirm hardware set up
Week 2, Sept 8-12			Revisions to student scheduling	BROWN: ID, randomize & place new SR students using MCAS		Complete Yearly testing schedule sent to teachers and reviewed		USDOE call	Ongoing budget review by CIO	
			Identification of students new to district/ switched schools	BROWN: Data Meeting Sept 10		CIO check in with HR and other departments for necessary coordination				
Week 3, Sept 15-19	Read 180 1st SRI Test Sept 15- 19		Scheduling adjustments--last week in Chicopee				SIM School visitation Sept 16-19			
Week 4, Sept 22-26			Scheduling adjustments--last week in Springfield				Scholastic classroom visits Sept 23-26	Conf call with Brown re: data collection for Dec Report		
								USDOE call		
								SR Work Group		

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OCTOBER '08										
Week 1, Sept 29- Oct 3		Fall GRADE test administered to Xtreme Stu Sept 29-Oct 10		BROWN & DISTRICTS Verification of student placement			Oct 1, Read 180 PD Teach Impl Day 2	First Scholastic Quarterly Mtg (general)		
Week 2, Oct 6-10		Fall GRADE test administered to Xtreme Stu Sept 29-Oct 10			Begin collecting data for Dec Report (CCO)		SIM School visitation Oct 7-10	SR Work Group First SIM Quarterly Meeting (general)	Ongoing budget review by CIO	
Week 3, Oct 13-17	Columbus Day, Monday Oct 13					Evaluator visits finalized for November		SR Work Group		
Week 4, Oct 20-24					Continue collecting data for Dec Report (CCO)	Plan Second Quarter SIM & Scholastic meeting times		SR Work Group		
Week 5, Oct 27-31				DISTRICTS: data transfer to Brown	Continue collecting data for Dec Report (CCO) Begin Year 3 APR (CCO)	Arrange for Scholastic Data Aggregation Arrange Scholastic Leadership & RED trainings	SIM classroom visitations Oct 28-31 & PD dates for Xtreme and Strategic Oct 29 Scholastic Read 180 Oct 28-30	Scholastic RED Cadre Meeting #1 Year 3 Oct 29 Scholastic Year 1-3 Seminars Oct 27		Problem solve new issues as they are sent to help desk through the year

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NOVEMBER '08										
Week 1, Nov 3-7				DISTRICTS: data transfer to Brown	Continue collecting data for Dec Report (CCO)	Arrange for Scholastic Data Aggregation				Problem solve new issues as they are sent to help desk through the year
					Begin Year 3 AYP (CCO)	Arrange Scholastic Leadership & RED trainings				
Week 2, Nov 10-14	Vendors submit new scopes of work & final figures for subsequent year programming	MCAS ELA Re-test Grades 11-12 Nov 5-7			Intensive work on writing district portions of Dec Report with Brown (CCO)	CIO check in with HR and other departments for necessary coordination	Scholastic classroom visits Nov 12-14 plus RED Cadre Meeting #1 Y2	USDOE call	Ongoing budget review by CIO	End of Marking Period:SPS Nov 7 CPS Nov 9
	Veterans Day, Tuesday Nov 11				Continue APR (CCO)					
Week 3, Nov 17-21		MCAS Math Re-test, Nov 12-13			Intensive work on writing district portions of Dec Report with Brown (CCO)	CCO communicate beginning of contracting process for vendors				
					Continue APR (CCO)					
Week 4, Nov 24-28					Intensive work on writing district portions of Dec Report with Brown (CCO)	Aggregation confirmation				
					Continue APR (CCO)	Set up Third Quarter SIM and Scholastic Meetings				Thanksgiving Vacation, November 26-28

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DECEMBER '08										
Week 1, Dec 1-5	Contract process begun for all vendors--SIM, Read 180, Consultants, Evaluator		Second semester scheduling of students begun	First Scholastic Data Aggregation, Dec1-2	First draft review of Dec Report by Nov 30	Set up Jan Scholastic Classroom visits	Scholastic classroom visits Springfield only Dec 1-2	SIM Classroom visitations Dec 2-5 and Xtreme/Strat PD days Dec 3		
					Intensive work on APR (CCO)	Confirm SRI dates for January	Scholastic Year 1 & Year 3 Seminars Dec 5			
Week 2, Dec 8-12		DFA ELA SPS Dec 3-7		BROWN: Collect major course material from each Control group teacher	Intensive work on revising Dec Report with Brown (CCO)				Ongoing budget review by CIO	
				BROWN: observation of trainings	Intensive work on AYP (CCO)					
Week 3, Dec 15-19		DFA Math SPS Dec 10-14		APR Due Dec 15 (CCO)	Intensive work on revising Dec Report with Brown (CCO) DUE DEC 15	Scholastic RED Cadre Meeting #1 Year 1 Dec 17	Scholastic classroom visits Dec 16-18			
Week 4, Dec 22-26	Holiday Vacation, December 19-Jan 4, Monday--Friday									
Week 5, Dec 29-Jan 2	Holiday Vacation, December 19-Jan 4, Monday--Friday									

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JANUARY '09										
Week 1, Jan 5-9	Progress on contracts evaluated	Read 180 2nd SRI, Jan 5-9				Arrange with Tech & Read 180 Resource Teacher for Scholastic Data Aggregation				
	Jan 1 Schools Closed, reopen January 5					CIO check in with HR and other departments for necessary coordination				
Week 2, Jan 12-16		District Finals (Sci-Tech) and Mid-Terms Jan 14-18		DISTRICT: Data collection for year end report begins		Plan for Brown observations and surveys, teacher and staff interviews	Ongoing SIM Lit Coach PD and support			
				BROWN: start planning focus groups and data planning		Read 180 Seminar Planned				
						Make March Washington, DC arrangements				
Week 3, Jan 19-23	MLK Day SPS Schools & Offices Closed Jan 19			Second Scholastic Data Aggregation Jan 22-23		Read 180 Seminar Reminder			Ongoing budget review by CIO	
Week 4, Jan 26-30							SIM classroom visits Jan 28-30 and Xtreme and Strat PD Jan 28	Scholastic RED Cadre Meeting #2 Year 1 Jan 28	Budget Revisions made	CPS Midterms Jan 22-25 End of Marking Period: SPS Jan 23 CPS Jan 25
				BROWN: interviews of school and district staff for Striving Readers		Plan for Scholastic classroom coaching & visits	Scholastic classroom visits Jan 27-29	USDOE call est		SPS Day Off Jan 31

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FEBRUARY '09										
Week 1, Feb 2-6	Contracts signed & returned by vendors	MCAS HS Bio (some stu) Grades 9, 10, 11 February 2-3		BROWN: Collect data		Aggregation confirmation		Data Aggregation follow-up with Technology		
	Contracts brought to school committee (January 11)					Start process of identifying Next CERT teacher cohort				
	Contracts sent to City Hall					Spring Testing Process Review CRITICAL				
Week 2, Feb 9-Feb 13	Contract status follow-up	DFA ELA Feb 11-15		BROWN: Collect data		Plan for next round of Brown teacher observations in March	Scholastic classroom visits Feb 10-11 & RED Cadre Meeting #3 Year 3			
						CIO check in with HR and other departments for necessary coordination				
Week 3, Feb 16-20	Contract status follow-up					Confirm March Washington, DC arrangements			Budget Revisions final	
February Vacation, Schools closed Feb 16-20, Monday--Friday										
Week 4, Feb 23-27	Fully executed contracts go back to vendors				USDOE Washington DC Conference Feb 23-24	Begin planning for USDOE April visit	SIM Classroom visits Feb 25-27	USDOE call		

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MARCH '09										
Week 1, Mar 2-6	All contracts now in effect for subsequent SR year	MCAS Math Re-tests, 11th & 12th Grade March 5-6 & MCAS ELA Re-test, 11th & 12th Grade March 2-4		BROWN: Request schedule for interviews and obs		Set up teacher evaluator interviews. >>> Read 180 Seminar Reminder			Third SIM Quarterly Meeting TBA	Problem solve new issues as they are sent to help desk through the year
Week 2, Mar 9-13		MCAS ELA & Math Re-tests, 11th & 12th Grade, March 10		BROWN: Confirm May data collection, CERT focus groups, etc.		>> Update on Second CERT teacher cohort process >>> 8th Grade SRI Testing scheduled				
Week 3, Mar 16-20						Set up Evaluator classroom observation schedule for April	Scholastic classroom visits March 17-19		Ongoing budget review by CIO	
						Arrange for Teacher Interviews in April	Scholastic RED Cadre Meeting #2 Year 2 March 18			
Week 4, Mar 23-27	Final invoices due from all vendors for prior year			DISTRICTS: data transfer to Brown		Set up Fourth Quarterly meetings with SIM and Scholastic	SIM CERT teacher coaching			
							Scholastic RED Cadre Meeting #3 March 18 & Year 1 Seminar March 20			
Week 5, Mar 30-Apr 3		MCAS ELA/Comp & Reading, April 1-2, Grade 10				Inventory Assessment of SDRT 4s for May test	Next CERT teacher cohort identification complete	USDOE call		

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APRIL '09										
Week 1, Apr 6-10		MCAS ELA Make-up April 7th, Grade 10		BROWN: CERT teacher focus groups		Plan for 8th Grade SRI & review planning for SDRT-4 in May				Good Friday SPS Day off April 10
		DFA Math April 7-11				CIO check in with HR and other departments for necessary coordination	All SR postings revisited			End of Marking Period: SPS April 3 CPS April 3
Week 2, Apr 13-17		GRADE for Xtreme students, Apr 13-17		BROWN: Administer Read 180, Xtreme and Control teacher surveys ONLINE		SDRT-4 Test Materials Preparation				
						Schedule Steering Committee Meeting for June???				
Week 3, Apr 20-24						Summer teacher trainings scheduled w/vendors			Ongoing budget review by CIO	
April Vacation, Schools closed April 20-24, Monday--Friday										
Week 4, Apr 27-May 1		SRI Testing Apr 27-May 1	Incoming 8th Grade SR students ID'd from SRI			Communicate 8th Grade SRI Testing to Middle Schools	All RED Online Courses completed by teachers			
						Arrange with Tech & Read 180 Resource Teacher for Scholastic Data Aggregation	Scholastic classroom visits April 29-May 1			

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MAY '09										
Week 1, May 4-8			Teacher section scheduling begins for Fall (using placeholders)	BROWN: Administer CERT survey ONLINE			>>> # Teacher positions calculated >>> CERT posting written			
		Year End HS SDRT-4 Administered , SPS/CPS May 4-15th	8th Grade student scheduling for SR classes begins	Third Scholastic Data Aggregation, May 6-7			SIM Xtreme & Read 180 Teacher positions posted			
Week 2, May 11-15		Year End HS SDRT-4 Administered , SPS/CPS May 4-15th	8th Grade scheduling continues until August	BROWN: Classroom observations		Plan for teacher survey time and participation in Week 4				
						Plan End of June CERT Trainings				
Week 3, May 18-22		SDRT-4 Make-ups END 22nd	Grade 10-11 MCAS US History & Soc Sci May 21-28	DISTRICTS: data transfer to Brown		Aggregation confirmation			Ongoing budget review by CIO	
		10th Grade MCAS Math Sessions 1 & 2, May 19-20		BROWN: District interviews		Plan for Whole School CERT survey		Data Aggregation follow-up with Technology		
Week 4, May 25-29		Grade 10-11 MCAS US History & Soc Sci May 21-28		BROWN: Receive student data via district SLD		>>> Plan for Scholastic classroom visits >>> Plan for Brown classroom observation				
	Memorial Day Schools Closed, Monday May 25th			BROWN: District interviews						CPS Senior Exams May 26-28

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JUNE '09										
Week 1, June 1-5		MCAS Science Grades 9&10, June 4-5		BROWN: District interviews		Plan meeting with Technology (see Week 4)	Teacher interviews & hiring begins	Scholastic classroom visits June 1-3	CHS Graduation, June 4 Graduation, June 5	CCHS
Week 2, June 8-12				BROWN: Begin to randomize new teachers		CIO check in with HR and other departments for necessary coordination			Commerce Graduation, June 10 Putnam Graduation, June 11 Tech Graduation, June 9	Sci
Week 3, June 15-19		SDRT-4 Test Results known (estimated)	ID next year's SR students w/screening & diagnostic results	BROWN: Formalize ID of SR students based on test scores			Most of initial teacher hiring complete	SR Steering Committee End-of-Year Cmnty Building & Report Mtg??????		
		<i>End of Marking Period: June 18</i>	CPS	BROWN: Continue new teacher randomization		CHICOPEE LAST DAY OF SCHOOL, Planned Tuesday, June 18				
Week 4, June 22-26		SPS District Finals June 20th	Student scheduling begins for Fall	BROWN & DISTRICTS coordinate inclusion and exclusion criteria for finalizing pool of SR students		Check quality of SDRT-4 Data (teacher and student info)	CERT Training SPS	USDOE call	Ongoing budget review by CIO	Begin Yearly End of Year Process. Advance students up a grade, input student from SASI for new year
		<i>End of Marking Period: June 25</i>	SPS				SPRINGFIELD LAST DAY OF SCHOOL, Planned Thursday, June 25			

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JULY '09										
Week 1, June 29-July 3	Chicopee:		Student scheduling for Fall continues	BROWN: Complete student randomization: assignment to treatment & control groups		Package and Ship SDRT-4 materials				Notification of Hardware arrival
	Springfield:					Arrange with Tech & Read 180 Resource Teacher for Scholastic Data Aggregation				
Week 2, July 6-10	Chicopee:		Student scheduling complete			SDRT-4 Inventory taken, orders placed	Teacher hiring complete	Scholastic Summative Data Presentation & General Planning Meeting	Assess all grant-related inventory	Begin to organize with Scholastic the training for the SPS technicians on hardware and software installation
	Springfield:					Work with District offices to create parent list and OK Parent Letter to be sent to new SR students				
						Write letter to new SR teachers				
Week 3, July 13-17	Chicopee:		Letter to Parents of next year's SR students goes out	Fourth Scholastic Data Aggregation, July 15-16		New year's materials and supplies reviewed and ordered from SIM and Scholastic	Letter sent to new SR teachers			
	Springfield:					Begin planning for Sept & Oct PD from vendors				
Week 4, July 20-24	Chicopee:					Aggregation confirmation		USDOE call est		
	Springfield:			BROWN: Common core data transfer for whole school & interventions		CIO check in with HR and other departments for necessary coordination			Ongoing budget review by CIO	

Week 1, July 27-July 31	Chicopee:										Schedule fall Evaluator meetings & presentations								Begin setup of any new hardware in prep for training
	Springfield:																		

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AUGUST '09																					
Week 1, Aug 3-7	Chicopee:																			Schedule fall Evaluator meetings & presentations	Begin setup of any new hardware in prep for training
	Springfield:																				

Week 2, Aug 3-9	Chicopee:			BROWN & DISTRICTS: Evaluation Planning and Debriefing for upcoming Year																	Receipt of new vendor materials	Distribution of new vendor materials begins
	Springfield:																					

Week 3, Aug 10-14	Chicopee:			BROWN: Observe teacher trainings																	Distribution of new vendor materials completed	Teacher training begins	Finish Yearly End of Year Process. Advance students up a grade, input student from SASI for new year
	Springfield:																						

